

Directory of Personal Information Banks

Alberta Funeral Services Regulatory Board (AFSRB)

Stakeholder/Contact Lists

PIB #:	1
Location:	11810 Kingsway Avenue, Edmonton, AB T5G 0X5
Information Maintained:	Name, address, telephone numbers and e-mail addresses.
Individuals:	Individuals receiving correspondence, information or publications relating to programs or services delivered by the AFSRB.
Use:	Disseminate information or publications to interested individuals or to individuals participating in consultations or government programs.
Legal Authority:	Funeral Services Act, Funeral Services General Regulation and Crematory Regulation under the Cemeteries Act

Expense Claims

PIB #:	2
Location:	11810 Kingsway Avenue, Edmonton, AB T5G 0X5
Information Maintained:	May include name, mailing address, telephone numbers, classification/occupation, kilometers travelled, purpose of travel and other expenses claimed.
Individuals:	AFSRB employees (including contracted staff and job applicants) submitting a personal expense claim.
Use:	To process expense claims.
Legal Authority:	Public Service Act.

Directory of Personal Information Banks

Alberta Funeral Services Regulatory Board (AFSRB)

Freedom of Information and Protection of Privacy Act Requests

PIB #:	3
Location:	Freedom of Information and Protection of Privacy Coordinator's office.
Information Maintained:	Name (including former names of the person making the request), address, telephone numbers, description of information requested and/or reasons and evidence to correct information, fees paid, banking information, correspondence and copies of requested records.
Individuals:	Individuals submitting requests under the Act, including individuals acting on behalf of another person (third parties).
Use:	Respond and process requests, compile statistics.
Legal Authority:	Freedom of Information and Protection of Privacy Act, Section 33(c)

Consumer Complaint File

PIB #:	4
Location:	11810 Kingsway Avenue, Edmonton, AB T5G 0X5
Information Maintained:	May include complainant's name, address, telephone numbers, and e-mail addresses, name of deceased (if the subject of the complaint), and other personal information included by the originator within the content of the correspondence.
Individuals:	Individuals making a complaint regarding a funeral experience.
Use:	To substantiate and investigate complaints.
Legal Authority:	Funeral Services Act.

Directory of Personal Information Banks

Alberta Funeral Services Regulatory Board (AFSRB)

Employee Files

PIB #:	5
Location:	11810 Kingsway Avenue, Edmonton, AB T5G 0X5
Information Maintained:	May include name, birth date, gender, social insurance number, home and office addresses, telephone and fax numbers, employment authorization, email address, resume/application for employment, official oath, education, employment history, performance appraisals, pay and benefits information, staff development and training, occupations health and safety, and other personal data related to employment.
Individuals:	AFSRB employees.
Use:	Records the employee's work history and payroll benefit transactions.
Legal Authority:	Public Service Act.

Licencees of Funeral Homes

PIB #:	6
Location:	11810 Kingsway Avenue, Edmonton, AB T5G 0X5
Information Maintained:	Names, home addresses and telephone numbers, and criminal records checks.
Individuals:	Individuals licensed by funeral homes and crematories.
Use:	Licensing and investigative purposes.
Legal Authority:	Funeral Services Act, Funeral Services General Regulation and Crematory Regulation under the Cemeteries Act.