Personal Information Banks Directory

Introduction

The Protection of Privacy Act (POPA) requires the City of Beaumont to publish a directory of its personal information banks (PIBs). Section 57 of POPA sets out the requirements for this directory.

A personal information bank is a collection of personal information that is organized or can be retrieved using an individual's name or another identifier assigned to the individual. Examples may include contact lists, client records, and program databases.

For each personal information bank, the directory includes:

- the title and location of the personal information bank;
- a description of the types of personal information it contains and the categories of individuals to whom the information relates;
- the legal authority for collecting the personal information; and
- the purposes for which the personal information was collected or compiled, and the purposes for which it is used or disclosed.

PIB entries describe the City's collections of personal information. They do not provide direct access to an individual's records or disclose personal information about any individual. To learn how to request access to records containing your personal information, contact access.privacy@beaumont.ab.ca.

Important notes

- Disclosures identified in the Purpose, Use and Disclosure column do not include routine internal sharing of information among City departments.
- Additional bylaws that may authorize the collection of personal information are not currently listed in the Collection Authority column.
- The directory will be updated as personal information banks are identified, established, modified, or decommissioned.

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Accounting	Finance	Administer revenues, expenditures, purchase plans, billing, tax/fee collection, pre-authorized payments, and arrears. Disclosure: Collection activities. Legal proceedings.	Name; home address; home phone number; home email; business address; business phone number; business email; account number; credit card number; bank account number; financial history; tax and transaction data; signature; business information (e.g., insurance); child's name and age (for those with children in City's childcare program)	Employees; residents; clients; customers; vendors; children	Protection of Privacy Act s.4(c); Employment Insurance Act; Excise Tax Act; Unemployment Insurance (Collection of Premiums) Regulations; Canada Pension Plan
Accounting - Utilities	Finance	Open, close and update residential and commercial utility accounts and administer the service (e.g., billing). Disclosure: Collection activities. Legal proceedings.	Name; home address; home phone number; home email; business address; business phone number; business email; landlord phone number; landlord email; tenant phone number; tenant email; account number; credit card number; bank account number; signature	Residents; clients; customers; property owners; tenants; landlords; authorized agents	Protection of Privacy Act s.4(c)
Appraisals and assessments	Finance / Planning & Development / Economic Development	Conduct or procure appraisals of real estate and support property decisions.	Name; home address; home phone number; home email; business address; business phone number; business email; tax roll number	Residents; businesses; authorized agents	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Awards, recognition, and honours	Community Services / Protective Services	Identify, assess, and recognize individuals, groups, and organizations through City award programs. Provincial recognition programs for years of service for members of protective service. Disclosure: City website; Applicable City-owned facilities; Government of Alberta	Name; home address; home phone number; home email; business address; business phone number; business email; biography; opinions about individual; individual's opinion about themselves; nominee/nominator name; nominee/nominator name phone number; nominee/nominator name email; audio/visual	Residents; employees; award recipients; nominators; representatives	Protection of Privacy Act s.4(c)
Business licenses and business registry	Economic Development	Issue and administer municipal business licenses and maintain business/contact records.	Name; business address; business phone number; business email; business license number; payment account number; signature	Residents; Business owners/operators; applicants; authorized agents; representatives	Protection of Privacy Act s.4(c)
Municipal enforcement	Protective Services	Receive and investigate incidents, enforce traffic safety legislation, enforce bylaws, and coordinate response.	Name; home address; home phone number; home email; business address; business phone number; business email; complainant/witness/subject phone number; complainant/witness/subject address; incident narratives; audio/visual; officer notes; driver license number; city licence number; city permit number; opinions about individual; individual's opinion about themselves	Residents; employees; complainants; witnesses; property owners; vehicle owners; victims; responders; pet owners; investigators	Protection of Privacy Act s.4(b)/(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Cemetery management	Community Services	Manage cemetery plots, reservations, purchases, interments, records, and related contacts. Disclosure: Funeral Homes; Monument Installers	Name; home address; home phone number; home email; business address; business phone number; business email; date of birth; date of death; next-of-kin; credit card number; bank account number	Residents; clients; customers; applicants; next-of-kin; contractors; representatives; authorized agents	Protection of Privacy Act s.4(c); Cemeteries Act; Vital Statistics Act
Census and demographic initiatives	Legal & Legislative Services	Collect census or community demographic information for planning and service delivery. Disclosure: City website (aggregated)	Name; home address; home phone number; home email; age; gender identity; family status; marital status; educational history; employment history; financial history; race; ethnicity; nationality; religious association and political association (where collected)	Residents	Protection of Privacy Act s.4(c)
Child Care Program	Community Services	Manage child-care inquiries, waitlists, enrollment, attendance, and parent communications.	Name; home address; home phone number; home email; child date of birth; child age; emergency contact phone number; authorized pickup name; health and accessibility information; attendance; subsidy information; consent (field trips, pictures, emergency treatment, recording, medication, bug spray, sunscreen lotion, bussing).	Children; residents; customers	Protection of Privacy Act s.4(c)
Communications, marketing, and media assets	Communications & Information Technology Services	Promote City programs/services, manage sponsorships, proclamations, advertising, flags, and public communications.	Name; home phone number; home email; business address; business phone number; business email; audio/visual; social-media identifiers	Residents; clients; customers; businesses; requesters; employees	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
		Disclosure: Marketing channels (e.g., social media, City website, brochures).			
Community Programs	Community Services	Deliver community programs that may not require formal registration and evaluate participation and program outcomes.	Name; home address; home phone number; home email; age (for children-specific events); attendance; program evaluations; health/accessibility information where collected; where applicable for grants - notice of assessment, and income-verification documentation; emergency contacts	Participants; residents; clients; emergency contacts	Protection of Privacy Act s.4(c)
Contracts	Legal & Legislative Services	Create, execute, and administer contracts and agreements with individuals, businesses, and organizations. Disclosure: Legal proceedings; Collection activities.	Name; home address; home phone number; home email; business address; business phone number; business email; signatures; ownership/authority information; contract terms; financial/payment details	Residents; clients; customers; vendors; contractors; property owners; representatives; authorized agents	Protection of Privacy Act s.4(c)
Contracts - Land Use	Planning & Development	To bind agreements and contracts between the City and another party, such as development agreements, easements, affidavits, caveats, and other legal documentation. Disclosure: Legal	Name; home address; home phone number; home email; business address; business phone number; business email; signatures; ownership/authority information; contract terms	Residents; clients; customers; vendors; contractors; property owners; representatives; authorized agents	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
		proceedings; Collection activities; Confirmation of ownership (Certificate of Title)			
Council Meetings - Public hearing registrations and submissions	Legal & Legislative Services	Register speakers and written submissions for public hearings and manage hearing participation. Disclosure: City website - Council agendas and minutes	Name; home phone number; home email; position (in favour/against); attendance mode; written submission/comments; residency confirmation	Residents, property owners, representatives	Protection of Privacy Act s.4(c)
Council, Boards and Committee Administration	Legal & Legislative Services	Administer recruitment, selection, training, evaluation and contact lists for council, boards, and committees.	Name; home address; home phone number; home email; educational history; employment history; opinions about the individual	Council, Board and Committee members	Protection of Privacy Act s.4(c)
Customer service requests and non-emergency concerns	Communications & Information Technology Services	Receive, triage, assign and close resident/service requests and complaints.	Name; home address; home phone number; home email; request description; audio/visual; status and resolution notes	Residents, property owners, complainants, requesters, witnesses	Protection of Privacy Act s.4(c)
Election nominations and campaign disclosures	Legal & Legislative Services	Receive and administer candidate nominations, campaign disclosures, financial statements, and third-party advertising records.	Name; home address; home phone number; home email; business address; business phone number; business email; signatures; contributions / expenditures; declarations	Candidates; nominators; campaign officials; third parties; contributors where identified	Local Authorities Election Act; Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
		Disclosure: City website (in redacted form)			
Elections	Legal & Legislative Services	Administer municipal elections, elector records, special ballots, candidate/official registrations and voting processes, elector registration forms Disclosure: Election officials at voting station	Name; home address; home phone number; home email; age; elector or identifying number; special ballot information	Residents	Local Authorities Election Act; Municipal Government Act; Protection of Privacy Act s.4(c)
Emergency management and response operations	Protective Services	Contact assigned emergency personnel and operate front-line emergency responses, including property access information. Disclosure: Suspected arson. Medical treatment is required / next of kin must be notified. Alberta Health Services. Law Enforcement Agencies, City Staff, Clients, residents, property owner, public	Name; home address; home phone number; business address; business phone number; opinions about the individual by others; individual's opinion about themselves	Employees; businesses; residents; responders	Emergency Management Act; Emergency 911 Act; Emergency Health Services Act, Safety Codes Act; Protection of Privacy Act s.4(b)/(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Emergency response investigations and public safety programs	Protective Services	Investigate incidents, satisfy reporting duties, deliver public safety education, and assess fire-safety conditions. Disclosure: Suspected arson. Medical treatment as required / next of kin must be notified. Alberta Health Services. Law Enforcement Agencies, City Staff, Clients, residents, property owner, public	Name; home address; home phone number; home email; business address; business phone number; business email; health/medical information; opinions about the individual by others; individual's opinion about themselves; audio/visual (Municipal Enforcement)	Employees; residents; businesses; claimants; witnesses; casualties; investigators; first aiders; animal/property owners	Protection of Privacy Act s.4(c); Safety Codes Act
Employment records	People Services	To administer and manage required record keeping for employment history of City employees. Disclosure: Workers Compensation Board; Legal proceedings; unemployment programs; provincial childcare related program, Local Authorities Pension Plan (LAPP), employee benefits provider, Alberta Registries (driver's abstract)	Name; home address; home phone number; home email; age; gender; marital status; citizenship; identifying number (social insurance number, employee number); health history; educational history; employment history; security clearance (criminal history, vulnerable sector check); opinions about the individual by others; individual's opinion about themselves; driver's abstract	Employees	Protection of Privacy Act s.4(c); Alberta Employment Standards; WCB; Commercial Vehicle Certificate and Insurance Regulations; Drivers' Hours of Service Regulation; Driver Records
Events	Community Services / Communications	Coordinate, administer and promote City-organized or directly involved events, and	Name; home address; home phone number; home email; business address; business phone number; business email;	Attendees; volunteers; organizers; vendors; speakers	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
	& Information Technology Services	track attendance and registration. Disclosure: Marketing Channels (social media, City website, brochures)	audio/visual; accessibility or safety information where collected		
External relations	Communications & Information Technology Services	Facilitate contact, follow-up and daily business with residents, clients, customers, and business contacts.	Name; business address; business phone number; business email	Residents; clients; customers; businesses; representatives	Protection of Privacy Act s.4(c)
Financial Reporting	Finance	To generate assessment roll for public viewing as per legislated requirement	Name; home address; business address	Property owners	Municipal Government Act; Income Tax Regulation
Fleet, equipment and asset maintenance	Public Works	Maintain City vehicles/equipment, document inspections and manage asset work.	Name; employee ID; signature; incident details; opinions about the individual by others; individual's opinion about themselves	Employees; operators; contractors; vendors; inspectors	Protection of Privacy Act s.4(c)
Information Access & Information Privacy Protection - Requests	Legal & Legislative Services	Receive, process, track and respond to access requests, correction requests, and privacy complaints from the public; administer statutory timelines and reviews.	Name; home address; home phone number; home email; business address; business phone number; business email; race, nationality, ethnicity, religious or political beliefs; associations; age; gender identity; sex; sexual orientation; marital status; family status; identifying numbers (SIN, employee number, driver's license, tax roll, bank account, etc.); biometrics; health history; educational history;	Employees; residents; clients; customers; authorized agents; representatives	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
			employment history; criminal history; opinions about the individual; individual's opinion about themselves; audio/visual; signatures		
Information lifecycle, backup, and disaster recovery	Communications & Information Technology Services	Manage retention/disposition, backups, recovery, and lifecycle of City information that may contain personal information.	Name; home address; home phone number; home email; business address; business phone number; business email; tax roll number; all information required and obtained from source PIBs	Employees; residents; clients; customers	Protection of Privacy Act s.4(c)
Information Privacy Protection - Administration	Legal & Legislative Services	Manage the City's privacy compliance, PIAs, information-sharing agreements, breach/incident records, and privacy governance.	Name; business address; business phone number; business email; affected individuals	Employees; contractors; residents; businesses; agreement parties	Protection of Privacy Act s.4(c)
Land acquisition, sales, leases, and annexation	Planning & Development / Economic Development	Administer municipal land acquisitions/sales, leases, annexation notices, and related property interests.	Name; home address; home phone number; home email; financial/payment information	Property owners; purchasers; lessees; tenants; agents; residents; representatives	Land Titles Act; Protection of Privacy Act s.4(b)/(c)
Legal Activities	Legal & Legislative Services	To manage compliance with legal requirements including litigation, prosecution, and legal proceedings. Disclosure: Legal proceedings	Name; home address; home phone number; home email; business address; business phone number; business email; opinions about the individual; individual's opinion about themselves	Employees; residents; clients; customers; representatives; authorized agents	Protection of Privacy Act s.4(b)/(c); Court of Kings Bench Act

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Licensing, permits and inspections	Planning & Development (permits and inspections); Protective Services / Economic Development	Process municipal license/permit applications, inspections, fees, and enforcement across programs. Permits also for fire pits and burn applications.	Name; home address; home phone number; home email; business address; business phone number; business email; application/permit number; signatures	Residents; businesses; owners; applicants; contractors; authorized agents	Protection of Privacy Act s.4(b)/(c)
Municipal grants and contribution applications	Office of the CAO	Receive, assess, approve, pay, monitor, and report on municipal grant funding.	Name; home address; home phone number; home email; business address; business phone number; business email; bank account number; eligibility declarations; signatures	Applicants; volunteers; authorized agents; organizations; recipients	Protection of Privacy Act s.4(c)
Payroll Administration	People Services	To administer payroll programs and services. Disclosure: Pay advice to individual employees, EI, CPP, Local Authorities Pension Plan (LAPP), WCB, employee benefits provider, CRA, collection activities, legal proceedings	Name; home address; home telephone number; home email; identifying number (social insurance number; employee number; bank account)	Employees, members of Council	Protection of Privacy Act s.4(c); Canada Pension Plan; Employment Pension Plans Act; Employment Pension Plans Regulation; Exemption (Public Sector Pension) Regulation; Local Authorities Pension Plan Policy
Building and Development Permits, Inspections and Zoning	Planning & Development	Process building and development permit applications, inspections, deficiencies, occupancy, and compliance records.	Name; home address; home phone number; home email; business address; business phone number; business email; signatures	Property owners; applicants; contractors; designers; inspectors; authorized agents	Safety Codes Act and regulations; Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Petitions	Legal & Legislative Services	Validate resident petitions and administer petition requirements.	Name; home address; home phone number; home email; business address; business phone number; business email; signatures; eligibility/status	Residents; organizers; signatories; representatives	Protection of Privacy Act s.4(c)
Property tax, assessment, and complaint/appeal files	Finance; Legal & Legislative Services (appeal files)	Administer assessment inquiries, complaints/appeals, and authorized representation. Disclosure: Assessment Contractor, Assessment Review Board, Alberta Municipal Affairs (aggregated data)	Name; home address; home phone number; home email; business address; business phone number; business email; account number; tax roll number; agent authorization	Property owners; taxpayers; residents; authorized agents; representatives; affected parties	Protection of Privacy Act s.4(c)
Property taxation and tax recovery	Finance	Administer property taxes, tax accounts, arrears, collections, and recovery proceedings. Disclosure: Collection activities; Legal proceedings.	Name; home address; home phone number; home email; tax roll number; account number; bank account number	Property owners; residents; authorized agents; tenants/occupants where relevant	Protection of Privacy Act s.4(c)
Recreation admissions	Community Services	Administer admissions to public facilities/events, memberships, and reduced-fee eligibility.	Name; home address; home phone number; home email; business address; business phone number; business email; age; account number; payment number	Residents; clients; customers; participants	Protection of Privacy Act s.4(c)
Recreation registrations, memberships,	Community Services	Register participants, manage memberships/bookings,	Name; home address; home phone number; home email; date of birth; age; medical and accessibility information	Participants; parents/guardians; emergency contacts;	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
rentals, and program participation		administer payments, and deliver recreation services.	where collected; account number; waiver; audio/visual	renters/bookers; instructors/volunteers	
Recreation subsidies and fee assistance	Community Services	Assess eligibility for recreation subsidy or fee assistance and administer awards.	Name; home address; home phone number; home email; household composition; age; income; account number	Applicants; household members; children/dependents; authorized representatives	Protection of Privacy Act s.4(c)
Recruitment	People Services	To recruit for employment opportunities and document the hiring process.	Name; home address; home phone number; home email; citizenship; educational history; employment history; opinions about the individual by others; individual's opinion about themselves	Applicants; employees	Protection of Privacy Act s.4(c)
Redistricting and Statutory Plans	Planning & Development	Process applications to amend land-use rules or statutory/non-statutory plans and support public consultation.	Name; home address; home phone number; home email; business address; business phone number; business email; submissions; signatures	Applicants; owners; developers; consultants; participants; residents; clients	Protection of Privacy Act s.4(c)
Rental and Bookings	Community Services	Review and approve organized activities/events on City property and manage bookings and follow up for payment/concerns Disclosure: where necessary - Alberta Health Services (where requested for food services), Policing and	Name; home address; home phone number; home email; business address; business phone number; business email; signatures; additional documentation (e.g., insurance, liquor license); information about the individual that the gathering concerns (e.g., birthday); waivers	Event organizers; facility renters; vendors; volunteers; participants/contacts	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
		municipal enforcement services, and emergency services			
Risk management and insurance	Office of the CAO	Administer insurance policies, claims, incidents, and risk-management matters. Disclosure: Legal proceedings; Claim submissions for compensation.	Name; home address; home phone number; home email; business address; business phone number; business email; signatures; incident/claim details; property/vehicle owner information; medical/injury information where relevant	Employees; residents; claimants; witnesses; contractors; property owners; representatives	Protection of Privacy Act s.4(c)
Road closures and temporary closure permits	Infrastructure and Engineering / Communications & Information Technology Services	Process road closure requests/permits and manage traffic/road access impacts.	Name; home address; home phone number; home email; business address; business phone number; business email	Applicants; contractors; event organizers; businesses; residents; representatives	Protection of Privacy Act s.4(c)
Security - Video surveillance	Public Works	Temporarily record facility, property, and bylaw enforcement infractions as evidence of potential criminal acts or other incidents.	Audio/visual	Employees; contractors; visitors; residents; incident subjects; witnesses	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Security administration and investigations	Public Works	Administer facility access and investigate theft, vandalism, suspicious activity, and abuse. Disclosure: Police in case of criminal or mischief behaviour; Law Enforcement Agencies	Name; home address; home phone number; home email; business address; business phone number; business email; race; nationality; ethnicity; age; gender; sexual identity; employee number; audio/visual; incident narratives; driver's license; opinions about the individual; individual's opinion about themselves	Employees; residents; visitors; contractors; witnesses; claimants; investigators; businesses	Protection of Privacy Act s.4(b)/(c)
Subdivision and development - appeals	Legal & Legislative Services	Manage subdivision and development appeals against the decision of the development authority. Disclosure: City website (redacted form other than address that is subject to the appeal, Subdivision and Development Appeal Board, Alberta Municipal Affairs	Name; home address; home phone number; home email; business address; business telephone number; business email	Residents; property owners; developers; businesses	Protection of Privacy Act s.4(c)
Subdivision Applications	Planning & Development	To manage the legal division of land into two or more legal lots, including notifying area residents of proposed development. Disclosure: Tax Roll; Legal activities.	Name; home address; home phone number; home email; business address; business phone number; business email; signatures; fees	Applicants; residents; clients; customers	Protection of Privacy Act s.4(c)
Transit	Public Works	Register transit users for online pass system	Name; home email; age	Transit clients	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Vendor, procurement, and contract	Legal & Legislative Services (contract); Finance (vendor and procurement) / Infrastructure & Engineering	Solicit, evaluate, award, and administer procurement and contracts.	Name; business address; business phone number; business email; business information (e.g., insurance, training certificates, WCB documentation); resumes - educational history; employment history; opinions about the individual by others; individual's opinion about themselves; banking/payment/tax details; conflict declarations	Vendors; proponents; contractors; references; authorized agents; representatives	Protection of Privacy Act s.4(c)
Visitor log-in/out	All Departments	Record facility visitors for evacuation, safety, security, and enforcement. Disclosure: Reception at all facilities; Emergency Marshall; Police in case of criminal or mischief behaviour; Law Enforcement Agencies	Name; home address; home phone number; home email; business address; business phone number; business email	Visitors; employees; contractors; businesses; drivers	Protection of Privacy Act s.4(c)
Geographic Information System (GIS)	Communications & Information Technology Services	Visualize and analyze geographic data that pertains to the City of Beaumont. Combines non-spatial and spatial information into a single source that can be used to reveal location trends and findings using applications including web	Name; home address; home phone number; home email; tax roll number	Property owner;	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
		maps, dashboards, and 3D models.			
Case Management	Community Services	To document and assess eligibility for various City programs and services, track referrals, and legislative reporting purposes (e.g., Government of Alberta).	Name; home address; home phone number; home email; age; emergency contact information; income (subsidy eligibility); referrals; opinions about the individual by others; individual's opinion about themselves; health/mental health information (when disclosed); historical violence/safety information (if relevant).	Applicants; residents; participants; household members; children; dependents; emergency contacts; parents/guardians; professionals	Protection of Privacy Act s.4(c)
Surveys	Economic Development	Business retention survey to gauge current business sentiment, attitude, and current relationship with City of Beaumont administration. Disclosure: aggregated results published on City's website	business email	business owners	Protection of Privacy Act s.4(c)
Occupational Health and Safety	People Services	To fulfill mandatory Occupational Health and Safety reporting requirements including incident reporting, first aid reporting, hazard identification, and near miss reporting.	Name; home address; home phone number; home email; business address; business phone number; business email; age; marital status; educational history; health history; training history; opinions about the individual by others; individual's opinion about themselves	employees; first aider; witnesses; medical transporter; investigator	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
		Disclosure: WCB, Alberta Municipal Health and Safety Association			
Road Use Agreement	Infrastructure and Engineering	Process road use permits within the City of Beaumont (e.g., overweight, oversized, etc.).	Name; home address; home phone number; home email; business address; business phone number; business email	Applicants; contractors; event organizers; businesses; residents; representatives	Protection of Privacy Act s.4(c)
Utility Line Assignment	Infrastructure and Engineering	Process utility application requests for placement/installation of utilities within the City of Beaumont (e.g., power lines, telecommunications, gas, etc.).	Name; business address; business phone number; business email	Applicants; contractors; businesses; representatives	Protection of Privacy Act s.4(c)
Record Drawing Request Application	Infrastructure and Engineering	Process requests to provide record engineering drawings for neighbourhoods.	Name; business address; business phone number; business email	Applicants; contractors; businesses; representatives	Protection of Privacy Act s.4(c)
Accessibility Parking Stall Application	Infrastructure and Engineering / Public Works	Process requests to install accessibility measures.	Name; home address; home phone number; home email; residency; proof of medical need	Residents; applicants	Protection of Privacy Act s.4(c)

Title	Location: Department(s)	Purpose/Use/Disclosure	Personal Information Maintained	Individuals the Personal Information is about	Collection Authority
Utility Service Connection Application	Infrastructure and Engineering	Process requests to connect utility services (e.g., water, sanitary, storm, sewer, etc.)	Name; business address; business phone number; business email	Developers; builders; businesses	Protection of Privacy Act s.4(c)
Access Approach Application	Infrastructure and Engineering	Process requests for additional access approach to a parcel of land within the City of Beaumont.	Name; home address; home phone number; home email; business address; business phone number; business email	Residents; businesses	Protection of Privacy Act s.4(c)