

PIB Name	Location (Department)	Personal Information Maintained	Who the Information is about	Purpose of Collection and Use/Disclosure	Legal Authority to Collect Info	Format - Electronic	Format - Hardcopy
WorkHub	Protective Services	Names, training records, incident details	employees	Health and Safety (H&S) compliance tracking, incident investigations	Protection of Privacy Act, s. 4(c)	x	
MRF Geosystems Corporation (MRF)	Municipal Enforcement	Names, date of birth (DOB), Driver's Licence (D/L), address, phone, Video and Picture, Vehicle Registration Information, D/L Operator Licence information.	complainants,witnesses, subjects	Information gathering for investigations and potential prosecutions. Statistical information gathering.	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	
Emergency Response Plan	Emergency Management	Names, contact numbers, organization	Responder Contacts	Emergency response coordination	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	x
Billing Information- Dangerous good spills/Clean up	Fire	Name, Address, Phone Number	Individuals responsible for spill	Billing purposes- Cost recovery and billing /Clean up	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	x
Billing Information Mountain View County (MVC) Billing	Fire	Name, address, Phone Number, D/L, Insurance information and Vehicle information	Individuals involved in motor vehicle collisions in the Olds Fire Department Response area	Billing purposes to invoice Government of Alberta (GOA) and individuals involved in MVC's	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	x
First Due - Fire Incidents	Fire	Names, Addresses, Phone Numbers, Contact information, Insurance information,	Public	Statistics, Reporting, Cost Recovery	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	x
International Academy for Professional Drivers (IAPD)	Protective Services	Names, D/L, test scores.	Employees that have taken IAPD course	Defensive driving qualification	Protection of Privacy Act, s. 4(c)	x	x
First Due - Fire Incident Investigations	Fire	Names, Addresses, Phone Numbers, Contact information, Insurance information, Statements	Public	Investigation of Fire Incidents	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	x
First Due - Fire Inspections	Fire	Names, Addresses, Contact Information,	Owner or Occupant of building	Information on reporting and compliance	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	
First Due - Fire Preplanning	Fire	Names Addresses, Contact Information, After hours contact	Owner or Occupant of building	Information for response	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	
Fire Extinguisher Training	Fire	Names	Participants of training Public	For Certification of participants	Protection of Privacy Act, s. 4(c)	x	
Fire Education Events	Fire	Age Group and number of participants and Teachers contact information	Students participating in event and Contacts for teachers	Planning purposes	Protection of Privacy Act, s. 4(c)	x	
MFR Response	Fire	Age and medical history	Individuals involved in medical calls	Reporting to MFR	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	
AXON Evidence.com (Body camera footage)	Municipal Enforcement	Body camera footage, Names, Addresses and other Personal Contact Information, Vehicle Registration Information, D/L Operator Licence.	Complainant, Witness, Subject, Officer	Information recording for investigation, prosecutions, and complaint procedures.	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684		
First Due Expense Claim	Fire	Name, Address, Contact information, DOB, D/L, Emergency Contact	Employees, Firefighters	Contact Information, Emergency Contacts	Protection of Privacy Act, s. 4(c)	x	
	Fire	Name and address	Employee	Expense tracking and reimbursment	Protection of Privacy Act, s. 4(c)	x	x
Citywide Work Orders	Operations	Name, address, phone number, email, complaint/request details	Residents, property owners, contractors, developers, complainants, Town staff	Manage municipal infrastructure, assign and track work orders, respond to operational issues, document service history and maintain municipal infrastructure records	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7(a), 7(f), 7(g), 7(i), 18, 34–39	x	
Report a Problem/Service Requests	Operations	Name, address, phone number, email, complaint/request details, response notes	Residents, property owners, visitors, businesses, complainants, affected third parties	Receive, investigate, assign, respond to and track public service requests or complaints	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7(a), 7(c), 7(f), 7(g), 7(i), 18	x	
Planning & Development Permit Files	Planning & Development	Applicant name, owner name, agent/contractor name, mailing address, phone number, email, payment information, correspondence, comments or submissions from individuals	Property owners, applicants, developers, contractors, agents, adjacent landowners	Review, process, issue, refuse, condition, monitor and enforce development, building, business licence and related permit applications	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 683.1, 684	x	x
Building/Safety Codes Permit Files	Planning & Development	Applicant name, owner name, contractor name, mailing address, phone number, email	Property owners, applicants, contractors, builders, designers	Administer building permits and inspections	Protection of Privacy Act, ss. 4(a), 4(c); Safety Codes Act, ss. 8, 35, 44, 45	x	x
Subdivision Files	Planning & Development	Landowner name, applicant name, developer name, consultant contact information, mailing address, phone number, email, correspondence, public comments or submissions	Landowners, developers, applicants, consultants, adjacent landowners, public submitters	Process subdivision applications, circulate referrals, issue decisions, track conditions and maintain municipal land records	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 653, 653.1, 654, 655, 656	x	x
Development Agreement Files	Planning & Development	Developer name, landowner name, consultant/contractor contact information, mailing address, phone number, email, signatures, correspondence, financial/security information	Developers, landowners, consultants, contractors, agents	Administer development agreements, confirm securities, track obligations, coordinate infrastructure requirements and document construction completion	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 640, 642, 648, 650, 655	x	x
Business Licence Records	Planning & Development	Applicant name, business owner/operator name, mailing address, phone number, email, signatures, payment information, correspondence	Business owners, operators, applicants	Process, issue, renew, monitor and enforce business licences	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7(e), 7(i)	x	x
Compliance Letter/Property Information Requests	Planning & Development	Requester name, phone number, email, mailing address, payment information, correspondence, owner/applicant/agent information where applicable	Property owners, purchasers, lawyers, realtors, applicants, agents	Respond to property information requests, confirm zoning/permit status and provide municipal compliance information	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 640, 642	x	x
Land Use Enforcement Files	Planning & Development	Complainant name, phone number, email, address, property owner/occupant name, correspondence	Complainants, property owners, occupants, businesses, witnesses	Receive, investigate, document and enforce land use or bylaw complaints	Protection of Privacy Act, ss. 4(b), 4(c); Municipal Government Act, ss. 7(i), 542, 545, 546, 645, 646	x	x
Property Roll Number Files	Planning & Development	Owner name, mailing address, contact information, correspondence, payment/account information, property records	Property owners, taxpayers, applicants, developers, agents, occupants	Property identification, taxation, assessment, permitting, planning review, servicing, inspections, enforcement and responding to property inquiries	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 302, 307, 308, 309	x	x
Utility Billing Accounts	Accounting & Utility Billing	Customer name, service address, mailing address, phone number, email, account number, payment information	Utility customers, property owners, tenants/occupants where applicable	Administer utility accounts, billing, collections, customer inquiries, meter reads and service changes	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 7(f), 7(g), 34–42, 553, 553.1	x	x
Water Meter/AMI Records	Utilities	Customer name, service address contact information	Utility customers, property owners, occupants	Manage water meter inventory, collect meter reads, identify leaks, support billing accuracy and maintain water system records	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 7(g), 34–42	x	x
Geographic Information System (GIS)	Engineering	Owner name and contact information, permit/work order links where they contain identifiable personal information	Property owners, utility customers, applicants, residents associated with properties	Support municipal mapping, infrastructure management, planning review, service delivery, emergency response support and property-based record keeping	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7(f), 7(a), 18, 34–39, 640	x	
Customer Correspondence/General Inquiries	Operations	Name, address, phone number, email, correspondence, inquiry details, attachments where they contain identifiable information	Residents, property owners, businesses, applicants, complainants, members of the public	Respond to public inquiries, document service requests, coordinate internal responses and maintain municipal records	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7(f), 7(i)	x	x
Public Engagement/Survey Records	Planning & Development	Name, address, phone number, email, survey responses, comments, public hearing submissions, correspondence where linked to identifiable individuals	Residents, property owners, businesses, stakeholders, public participants	Collect public feedback, support decision-making, document engagement and respond to public input	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7, 216.1, 216.4	x	
Vendor and Contractor Records	Operations	Contact person name, business address, phone number, email address, payment information, insurance/Workers' Compensation Board (WCB) information, correspondence, contract-related contact details	Vendors, contractors, consultants, suppliers, business representatives	Manage vendor accounts, procure goods and services, administer contracts, process payments, confirm insurance/WCB requirements, communicate with contractors and maintain procurement/financial records	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 6	x	x
Pop-Up Transfer Station	Solid Waste	Name, address, email address, driver's licence information	Olds residents registering to use the Pop-Up Transfer Station	Register eligible residents, confirm Olds residency, manage event attendance	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7(a), 7(f), 7(i)	x	x
Shallow Utility Permit Records	Planning & Development	Applicant name, contractor/utility contact name, landowner name where applicable, address, phone number, email, signatures	Applicants, contractors, utility representatives, landowners, consultants	Review, approve, inspect and administer shallow utility work within municipal rights-of-way, easements or Town lands	Protection of Privacy Act, s. 4(c); Municipal Government Act, ss. 3, 5, 7(f), 7(a), 18, 34–39, 61	x	x
Monthly Tax Payment Plan	Finance	Name, physical address, bank information	property owners	for payment collection of property taxes	Protection of Privacy Act, s. 4(c), Municipal Government Act	x	
E-Billing	Finance	Name, address, contact information, email	property owners, applicants, renters, property managers	Provide electronic copies of invoices, notices, and other property information	Protection of Privacy Act, s. 4(c)	x	
Pre-Authorized Payments	Finance	Name, address, contact information, bank information	property owners, applicants, renters, property managers	for payment collection of utility bills	Protection of Privacy Act, s. 4(c)	x	
A/R Accounts Receivable - Microsoft Dynamics GP/Diamond	Finance	Customer Name, Address, Email, Phone number	Customers, service groups, companies	billing	Protection of Privacy Act, s. 4(c)	x	
Utility Billing - Microsoft Dynamics GP/Diamond	Finance	Name, Address, email, phone number, account number	property owners, applicants, renters, property managers	billing	Protection of Privacy Act, s. 4(c)	x	
Tax Recovery Files	Finance	Name, roll #, formal letters from Town, relevent legal documents, payment arrangements	Citizens with liens on their property	for the collection of property taxes	Municipal Government Act, Protection of Privacy Act, s. 4(c)	x	
A/P Accounts Payable - Microsoft Dynamics GP/Diamond/Beanworks	Finance	Vendor names, addresses, email, phone number, bank information if applicable	Vendors, contractors, consultants, suppliers, business representatives	payments	Protection of Privacy Act, s. 4(c)	x	
Purchase Cards	Finance	Employee name, birthdate, phone number	employees	to make purchases on behalf of the municipality	Protection of Privacy Act, s. 4(c)	x	x
Boards and Committees	Legislative Services	Name, contact information, email	Board and Committee members and candidates	To contact members and candidates	Protection of Privacy Act, s. 4(c)	x	
Election Voter Registry (2025 election)	Legislative Services	first, middle and last name, birthdate, gender, address, phone number	Voters	to confirm voter is on the list as per the Local Authroities Election Act (LAEA) / Municipal Government Act (MGA) to vote	Protection of Privacy Act, s. 4(c)	x	
Election Workers	Legislative Services	Name, contact information, email	Election Workers	to contact election workers	Protection of Privacy Act, s. 4(c)	x	

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Election Canadate information	Legislative Services	first, middle and last name, birthdate, gender, address, phone number	Candidates for election	to contact candidates	Protection of Privacy Act, s. 4(c)	x	x
Recreation Program Registration (Univerus)	Sportsplex	Name, phone, email, address, emergency contact, participant details	Program participants (adults, youth, children, guardians)	Register participants, manage enrollments, communication, safety	Protection of Privacy Act, s. 4(c)	x	x
Facility Booking and Rentals (Univerus)	Sportsplex	Name, organization, phone, email, billing/payment info	Facility renters, user groups	Booking, scheduling, invoicing, communication	Protection of Privacy Act, s. 4(c)	x	x
Drop-in Shiny Attendance Tracking	Sportsplex	Name (sometimes phone/email)	Facility users/patrons	Track attendance, capacity, safety	Protection of Privacy Act, s. 4(c)	x	x
Recreation Contact Lists (spreadsheet)	Sportsplex	Name, email, phone	Participants, parents/guardians	Program communications and updates	Protection of Privacy Act, s. 4(c)	x	
Sportsplex Staff Records-Avanti, Workhub	Sportsplex	Name, address, phone, emergency contact, certifications, employment details	Employees, instructors	Employment management, scheduling, certification tracking	Protection of Privacy Act, s. 4(c)	x	x
Recreation Volunteer Records	Sportsplex	Name, phone, email, availability, emergency contact	Volunteers	Coordination, scheduling, communication	Protection of Privacy Act, s. 4(c)	x	x
Incident and Accident Reports- Workhub	Sportsplex	Name, contact info, incident details, witness info	Patrons, staff	Safety tracking, incident documentation, risk management	Protection of Privacy Act, s. 4(c)	x	x
Membership and Pass Management-Univerus	Sportsplex	Name, contact info, membership details	Members/patrons	Manage memberships and facility access	Protection of Privacy Act, s. 4(c)	x	
Casual staff Records-Avanti, Workhub	Sportsplex	Name, address, phone, emergency contact, certifications, employment details	Employees, instructors	Employment management, scheduling, certification tracking	Protection of Privacy Act, s. 4(c)	x	x
Contractor contact list	Sportsplex	Name, Address,phone, email, company	Contractors/Vendors	Emergency work needed at the Sportsplex	Protection of Privacy Act, s. 4(c)	x	x
Contractor and Visitor sign in/out	Sportsplex	Name, Company, Signature, reason for visit	Contractors/ Visitors	Keep track who comes in and out of building, emergency response, safety, communication, attendance, orientation of the building	Protection of Privacy Act, s. 4(c)	x	x
Lifesaving Society Test Sheets	Aquatics	Name, Address, Phone#, Email, DOB, copies of certifications, Lifesaving ID#	Participants in advanced aquatic courses	Set candidates up in the system and issue certifications	Protection of Privacy Act, s. 4(c)	x	x
Canadian Red Cross	Aquatics	Name, Address, Phone#, Email, copies of certifications	Participants in courses (first aid, stay safe, etc.)	information is taken and entered into Red Cross portal to set up with account	Protection of Privacy Act, s. 4(c)	x	x
When I Work	Aquatics	Name, Email, Phone#	Staff	Used for staff scheduling	Protection of Privacy Act, s. 4(c)	x	x
Staff Phone List	Aquatics	Name, Email, Phone#, list of certifications	Staff	Used to contact staff	Protection of Privacy Act, s. 4(c)	x	x
School Board Swimming Lessons Spreadsheets	Aquatics	Name, Swim Level, Relevant Medical Conditions	Participants	Used to set up lesson lines & rosters	Protection of Privacy Act, s. 4(c)	x	
Swim Lesson Rosters (paper copy)	Aquatics	Name, Swim Level, Relevant Medical Conditions	Participants	Rosters for swimming lessons	Protection of Privacy Act, s. 4(c)	x	x
Olds College (OC) Pass Sign Up Form	Aquatics	Name, Address, Phone#, Email, DOB, Program attending at OC	Olds College Students	OC Students signing up for a swim pass	Protection of Privacy Act, s. 4(c)	x	x
Staff Kids Christmas Party	Aquatics	Name, age, gender, gift ideas	Staff and family	Used to plan christmas gifts	Protection of Privacy Act, s. 4(c)	x	
Univerus (Scheduling, Registration, Membership, Point of Sale Modules)	Aquatics	Name, Address, Phone#, Email, DOB, relevant medical conditions	Pass holders, User Groups, Facility Booking, Program participants (adults, youth, children, guardians)	used for registration, rentals, memberships, contacting users regarding their bookings/registrations/banking info is submitted when a refund is requested	Protection of Privacy Act, s. 4(c)	x	x
Staff Birthday List	Aquatics	Name, DOB	Staff	Celebrate birthdays	Protection of Privacy Act, s. 4(c)	x	x
Contacts (Microsoft Outlook)	Admin	Name , job title, phone number, addresses, email addresses	Staff	Finding aid to email and call people	Protection of Privacy Act, s. 4(c)	X	
Human Resources (HR) and Payroll	People & Information Services	Name, Social Insurance Number (SIN), DOB, next of kin, address, phone number, spouse, dependant, garnishments, deductions, salary, benefits, employment history, banking information, tax information, severance, retirement or termination detials	Staff	Payroll processing and maintenance	Protection of Privacy Act, s. 4(c), Federal Income Tax Act	x	
Personnel File	People & Information Services	Offer letters, name, address, phone number, dependants, disciplinary letters, education and employment history	Staff	To track the employee life cycle	Protection of Privacy Act, s. 4(c)		
Summer Camp Registration (Ticket Tailor and Teams Spreadsheet)	Community Development	Name, address, phone number, email, date of birth, school division, credit card information	Participants and parents	collect payment and registraion, ensure participants are of age and that we have appropriate emergency contact information	Protection of Privacy Act, s. 4(c)	X	X
Summer Camp Volunteers (Sign Up Genius)	Community Development	Name, address, phone number, email, age	Individual volunteer	Manage volunteeer database for tasks that need to be completed during the event	Protection of Privacy Act, s. 4(c)	X	
Canada Day Volunteers (Sign Up Genius)	Community Development	Name, address, phone number, email	Individual volunteer	Manage volunteeer database for tasks that need to be completed during the event	Protection of Privacy Act, s. 4(c)	X	
Canada Day Coordinating Committee	Community Development	Name, Email	Patnrsherp Organization Member	Meeting Invites and event information sharing.	Protection of Privacy Act, s. 4(c)		
Olds Fashioned Christmas Coordinating Committee List	Community Development	Name, Email	Partnership Organization Member	Meeting Invites and event information sharing.	Protection of Privacy Act, s. 4(c)		
Olds Fashioned Christmas Volunteers (Sign Up Genius)	Community Development	Name, address, phone number, email	Individual volunteer	Manage volunteeer database for tasks that need to be completed during the event	Protection of Privacy Act, s. 4(c)	X	
Seniors Week Activities (Teams Spreadsheet, Google Forms/Moneris)	Community Development	Name, phone number, email, credit card information	Participant	Manage participant registration for events and collect payment where necessary	Protection of Privacy Act, s. 4(c)	X	
National Volunteer Week (Google Forms)	Community Development	Name, phone number, email, organization	Nominees	Manage nominee information	Protection of Privacy Act, s. 4(c)	X	
Univerus Scheduling Module	Community Development	Name, address, phone number, email,organization, credit card information	Renters of facilities	to invoice and collect payment	Protection of Privacy Act, s. 4(c)	X	
Univerus Registration Module	Community Development	Name, address, phone number, email, date of birth, credit card information	Participants and parents	collect payment and registraion, ensure participants are of age and that we have appropriate emergency contact information	Protection of Privacy Act, s. 4(c)	X	
Special Event Permit Applications	Community Development	Name, Address, phone number, email, organization	Contact person for events	contact to arrange events and collect all needed insurances, site maps, line locates etc.	Protection of Privacy Act, s. 4(c)	X	
Seniors Programming (art, cooking, bus trips) (Excel Spreadsheet)	Community Development	Name, Phone Number, Email	Program Participants	Collected to contact for program changes or information	Protection of Privacy Act, s. 4(c)	X	
Community Showcase (Webform on Town of Olds Website, Excel Spreadsheet)	Community Development	Name, Phone Number, Email, Organization	Organizations participating in event	To allow us to contact them with information about the event and to invite them to future events	Protection of Privacy Act, s. 4(c)	x	x
Subsidized Housekeeping Program	Community Development	Name Phone Number, Address, Email, Canada Revenue Agency (CRA) info	Program Participants	Manage participant registration and eligibility for service	Protection of Privacy Act, s. 4(c)	x	
Sunshine Bus (Booking Sheets and Client List)	Community Development	Name, Phone Number, Address	Individual volunteer	information for dispatchers and drivers to arrange pickups and drop offs for clients	Protection of Privacy Act, s. 4(c)	x	x
Meal Express Applications	Community Development	Name, Phone Number, Email, Address, Yearly Income, How Many Meals They Would Like To Recieve In A Week	Program Participants	The information collected helps us understand our clients yearly income so we can determine an affordable cost per meal and better support their needs. We also collect personal information, such as contact and address details, so it can be shared with our volunteer drivers to ensure meals are delivered to the correct location safely and efficiently.	Protection of Privacy Act, s. 4(c)	x	
Volunteer Applications - Scanned forms	Community Development	Name, Phone Number, Email, Address, Criminal Record Check, Availability	Individual volunteer	The information collected helps us better understand our volunteer drivers and their availability schedules. We also collect contact information so we can communicate any changes regarding clients or meal deliveries. Criminal record checks are required to help ensure the safety and well-being of everyone involved moving forward.	Protection of Privacy Act, s. 4(c)	x	
Intake Form - Social Prescribing	Community Development	Client name, gender, date of birth, address and contact information, living arrangements, marital status, emergency contact information, financial situation and income sources, housing and transportation information, health and mental health needs, social supports and community involvement, daily living abilities, client goals, consent, signatures, and notes/reminders.	Seniors/clients participating in the Seniors Link Worker Program, emergency contacts, and support persons connected to the client.	The information is collected to support client wellbeing, conduct assessments, coordinate referrals and services, connect clients to supports and programs, plan and evaluate services, identify barriers, risks and support needs, and facilitate communication with appropriate providers and agencies.	Protection of Privacy Act, s. 4(c)	x	
Case Notes - Social Prescribing	Community Development	Client name, identifying information, intake dates, contact dates, appointment information, presenting concerns, health and wellbeing information, social and family circumstances, housing information, financial concerns, barriers and risks, observations, assessments, interventions provided, referrals made, goals, progress updates, follow-up plans, worker notes, and case closure information.	Seniors/clients receiving Seniors Link Worker services, family members or caregivers involved in support planning.	The information is collected to document client interactions, assess wellbeing and support needs, coordinate services and referrals, monitor progress toward goals, identify risks and barriers, support continuity of care, maintain professional documentation standards, and support program evaluation and reporting requirements.	Protection of Privacy Act, s. 4(c)	x	
Client Referral Form- Social Prescribing	Community Development	Client name, gender, date of birth, home address, phone and cellphone numbers, healthcare provider information, Home Care case manager information, caregiver and emergency contact information, living arrangements, marital status, income source, transportation access, equity and cultural information, health, mobility, cognitive and mental health concerns, referral details, service needs, consent and signature information.	Seniors/clients accessing the Seniors Link Worker Program, caregivers, emergency contacts, referrers, healthcare providers, and service providers connected to the client.	The information is collected to support client wellbeing, conduct assessments, coordinate referrals and services, connect clients to supports and programs, plan and evaluate services, identify barriers, risks and support needs, and facilitate communication with appropriate providers and agencies.	Protection of Privacy Act, s. 4(c)	x	
Subsidized Counselling	Community Development	Name, Address, phone number, email, organization	Counsellors	To provide the subsidized payment to the counsellors and to track their clients visits.	Protection of Privacy Act, s. 4(c)	x	
Cemetery	Community Development	Name, address, phone number, email,organization	Deceased and next of kin, clients purchasing lots	The information is collected in order for the clients to purchase a lot, arrange an interment, have engraving on their niche doors and re-sale of lot back to the Town.	Protection of Privacy Act, s. 4(c)	x	x
Release of Information Form- Social Prescribing	Community Development	Full name, gender, date of birth, address, city, province, phone number, email, personal identification details, health and medical information, social and living arrangements, financial and support needs, service and referral history, consent, and signature information.	Seniors/clients receiving Seniors Link Worker services, agencies, organizations, and professionals involved in the client's care and support.	The information is collected to authorize sharing and obtaining information, coordinate community and healthcare services, support referrals and care planning, facilitate communication between agencies and providers, support program planning and evaluation, and ensure informed consent for disclosure of information.	Protection of Privacy Act, s. 4(c)	x	
Release of Liability & Voluntary Connection Agreement- Social Prescribing	Community Development	Client name, date, participation and consent information, signatures of the client and worker, and records regarding voluntary participation and withdrawal of consent.	Seniors/clients participating in client-to-client connection opportunities within the 55+ Social Prescribing Program.	The information is collected to document informed consent for voluntary participation, acknowledge understanding of risks and responsibilities, clarify liability limitations of the Town of Olds, record agreement to participate in peer connections, and support program administration and documentation requirements.	Protection of Privacy Act, s. 4(c)	x	
Client load tracker-Social Prescribing	Community Development	Client initials as identifiers, referral source, intake date, point system/level of support required, contact dates, next appointment dates, client goals, barriers, risk information, and closed case information.	Seniors/clients receiving support through the Seniors Link Worker Program.	The information is collected to monitor active caseloads, prioritize client needs based on level of support required, track appointments and follow-up, monitor client progress and risks, support workload management, identify service trends, and maintain records of active and closed cases.	Protection of Privacy Act, s. 4(c)	x	
Grant Tracker-- Social Prescribing	Community Development	Number of one-time supports provided, client initials, client ID, intake date, form type, reason for access, referral type, age, gender, ethnicity, marital status, income information, closing reason, notes, Family and Community Support Services (FCSS)-related information, and exit date.	Seniors/clients accessingsocial prescribing program or one-time support services through the Seniors Link Worker Program and related FCSS programming.	The information is collected to track distribution of one-time supports, and program users, document eligibility and service access, monitor demographic and service trends, support funding accountability and reporting requirements, evaluate program outcomes, maintain client service records, and support FCSS statistical, healthy aging Alberta and program reporting.	Protection of Privacy Act, s. 4(c)	x	
Safe Workplace Checklist- Entering clients Homes - Social Prescribing	Community Development	Client name, address, visit dates and times, referral and client file information, known health concerns, mobility and cognition information, identified risks and hazards, supervisor information, check-in/check-out details, safety concerns, incident reports, visit outcomes, and worker documentation related to home visits and follow-up.	Seniors/clients receiving home visit services through the Seniors Link Worker Program, Senior Link Workers conducting visits, supervisors overseeing staff safety, and individuals connected to identified safety concerns or emergency situations.	The information is collected to support the safety and wellbeing of Senior Link Workers and clients during home visits, identify and reduce potential safety risks, support trauma-informed and person-centred service delivery, document visit planning and outcomes, maintain staff accountability and communication procedures, support emergency response and incident reporting processes, and ensure safe and appropriate delivery of community-based outreach and social prescribing services.	Protection of Privacy Act, s. 4(c)	x	
Mountain View Power	Community Development	Name, address, phone number, email	Mountain View Power (MVP) customers	To identify the account holder responsible for service and payments for that particular property.	Protection of Privacy Act, s. 4(c)	x	
Olds 55+ Social Prescribing Intake & Exit Survey	Community Development	Participant name, phone number, survey type (intake or exit), age group, gender, living situation, self-reported social connections, cultural connections, spiritual connections, quality of life, physical health, emotional wellbeing, stress and sadness indicators, awareness of community services, ability to access supports, confidence living at home, support network availability, ability to complete daily activities, participation in social activities, satisfaction with use of time, hospitalization history, emergency room visits, program satisfaction feedback, testimonial responses, and assigned client identification number for reporting purposes.	Seniors/clients receiving support through the Seniors Link Worker Program.	The information is collected to assess participant wellbeing and quality of life at intake and exit, measure social connectedness, evaluate physical and emotional wellbeing, assess awareness of and access to community supports, identify barriers to healthy aging and independent living, measure changes in outcomes over the course of program participation, support service planning and continuous quality improvement, evaluate program effectiveness, support grant and funding reporting requirements, collect participant feedback and testimonials, and generate aggregate statistical reports using unique client identification numbers that do not publicly identify participants.	Protection of Privacy Act, s. 4(c)	x	
Animal Licenses	Municipal Enforcement	Name, address, phone number, email, pet information	customers and pets	Manage animal control	Protection of Privacy Act, s. 4(c)	x	x

PIB Name	Location (Department)	Personal Information Maintained	Who the Information is about	Purpose of Collection and Use/Disclosure	Legal Authority to Collect Info	Format - Electronic	Format - Hardcopy
RBSN Client Information	Economic Development	Name, Email, phone number, legal business name, operating name, business location, requested services (including financial and funding needs), cleint provided documentation, meeting notes, suqquested follow up actions.	local and regional businesses	The information is collected to allow RBSN to offer client services to businesses.	Protection of Privacy Act, s. 4(c)	x	
Alberta Advantage Immigration Program (AAIP) - Rural Entrepreneur Stream (RES)	Economic Development	AAIP required documentation, including passport, net worth statement, language test, resume, education, business plan, name, address, phone numbers, email,	Potential RES clients	AAIP requirements to faciliate RES program	Protection of Privacy Act, s. 4(c)	x	
Alberta Advantage Immigration Program (AAIP) - Rural Renewal Stream (RRS)	Economic Development	AAIP required documentation, including employer application form (business information), candidate job offer letter, work permit, name, address, phone number, email,	Town of Olds businesses and their potential RRS candidates	AAIP requirements to faciliate RRS program	Protection of Privacy Act, s. 4(c)	x	
Investor Opportunity Information	Economic Development	Name, Email, phone number, legal business name, operating name, investor provided information (financial information, business model, technical information)	Town of Olds potential investors (generated leads)	The information is collected to allow Town of Olds to assess the viability of potential investors.	Protection of Privacy Act, s. 4(c)	x	x
Business Retention, Expansion and Workforce Development Survey	Economic Development	Database of information obtained from confidential online survey	local and regional businesses	Assess the business needs of the local and regional economy	Protection of Privacy Act, s. 4(c)	x	x