

# Personal Information Bank

March 2026



## Introduction

The [Protection of Privacy Act](#) (POPA) came into effect for local government bodies on June 11, 2025. The act governs the collection, use and disclosure of personal information by public bodies and as per Section 57 public bodies must publish a directory that lists the public body's personal information banks.

### Purposes of this Act

2 The purposes of this Act are

- (a) to control the collection, use and disclosure of personal information by a public body,
- (b) to allow individuals a right to request corrections to personal information about themselves that is held by a public body,
- (c) to control the creation, use and disclosure of data derived from personal information and non-personal data by a public body, and
- (d) to provide for independent reviews of decisions made by public bodies under this Act and the resolution of complaints under this Act.

### Definitions

- (a) "personal information" means recorded information about an identifiable individual, including
- (i) the individual's name, home or business address, home or business telephone number, home or business email address, or other contact information, except where the individual has provided the information on behalf of the individual's employer or principal in the individual's capacity as an employee or agent,
  - (ii) the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
  - (iii) the individual's age, gender identity, sex, sexual orientation, marital status or family status,
  - (iv) an identifying number, symbol or other particular assigned to the individual,
  - (v) individual's fingerprints, other biometric information, blood type, genetic information or inheritable characteristics,
  - (vi) information about the individual's health and health care history, including information about the individual's physical or mental health,

(vii) information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given,

(viii) anyone else's opinions about the individual, and

(ix) the individual's personal views or opinions, except if they are about someone else;

### Purpose of collection of personal information

4 No personal information may be collected by or on behalf of a public body unless

- (a) the collection of that information is expressly authorized by an enactment of Alberta or Canada,
- (b) that information is collected for the purposes of law enforcement, or
- (c) that information relates directly to and is necessary for an operating program or activity of the public body, including a common or integrated program or service.

### Directory of personal information banks

**57(1)** In this section, "personal information bank" means a collection of personal information that is organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

**(2)** The head of a public body must publish a directory, in printed or electronic form, that lists the public body's personal information banks.

**(3)** The directory must include, for each personal information bank, the following:

- (a) the title and location of the personal information bank;
- (b) a description of the kind of personal information and the categories of individuals whose personal information is included;
- (c) the authority for collecting the personal information;
- (d) the purposes for which the personal information was collected or compiled and the purposes for which it is used or disclosed.

**(4)** If personal information is used or disclosed by a public body for a purpose that is not included in the directory published under subsection (2), the head of the public body must

- (a) keep a record of the purpose and either attach or link that record to the personal information, and
- (b) ensure that the purpose is included in the next publication of the directory.

**(5)** The head of a public body must ensure that the directory referred to in subsection (2) is kept as current as is practicable and that access to the directory is available to the public.

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
External Relations	All Divisions	name business address business telephone number business email address	residents clients customers	POPA 4(c)	To facilitate contact, follow-up and daily business with the City.	
Council Meetings	OCM LS City Clerk	name home address home telephone number home email business address business telephone number business email	employees residents clients customers	POPA 4(c) Council Procedures Bylaw	To coordinate, schedule time to speak, and to add their names to agendas and minutes.	City website - Council agendas and minutes
Council, Boards and Committees Administration	OCM LS City Clerk	name home address home telephone number home email educational history employment history opinions about the individual	Board and Committee members	POPA 4(c) Art Selection Committee Policy 12.09:02 Assessment Review Board Bylaw 986-2018 Board and Committee Selection Policy 12.09:01 Council Chamber Use Policy 12.06:06 Council Procedures Bylaw 493-2001 Council Remuneration and Business Expense Policy 11.00:30 Family and Support Services Advisory Board Bylaw 396-1997 Leduc Environmental Advisory Board Bylaw 420-1998 Leduc Emergency Advisory Committee Bylaw 840-2013 Leduc Library Board Bylaw 756-2010 Libraries Act Municipal Government Act Parks, Recreation and Culture Board Bylaw 459-2000 Police Act Policing Committee Bylaw 1198-2024 Subdivision and Development Appeal Board Bylaw 901-2015 Traffic Advisory Committee Bylaw 879-2014	To administer recruitment, selection, training, evaluation and contact lists for council, boards and committees.	
Community Relations	All Divisions	name home address home telephone number home email age marital status	residents	POPA 4(b) and 4(c) Public Engagement Policy 11.00:29	To respond to complaints, concerns, issues, and feedback. To acknowledge special occasions, milestones and career/business successes. To conduct surveys for engagement projects. To notify winners of contest draws.	
Elections	OCM LS City Clerk	name home address home telephone numbers home email age identifying number (driver's licence)	residents	POPA 4(c) Local Authorities Election Act	To conduct elections - electors registers, statement of eligibility, special ballot requests, statement of scrutineer or official agent, registration of a third party.	Election officials at voting station.
Election Nomination and Campaign Disclosures	OCM LS City Clerk	name home address home telephone number business address business telephone number	candidates nominators	POPA 4(c) Local Authorities Election Act	To receive nominations forms, campaign disclosure statements, financial statements, and third party advertising contribution statement.	City website
Petitions	OCM City Manager	name home address home telephone number home email	residents	POPA 4(c) Municipal Government Act Petition in City Owned Facilities Policy 11009	To validate petitions by residents.	
Legal Activities	OCM LS Legal Services	name home address home telephone number home email business address business telephone number business email	employees residents clients customers	POPA 4(b) and 4(c) Federal Courts Act Outside Legal Services Policy 120206	To manage compliance with legal requirements including litigation, prosecution and legal proceedings.	Legal proceedings.

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Projects and Initiatives - Census	OCM LS City Clerk	home address home telephone number race, national or ethnic origin colour or religious or political beliefs or associations age gender identity marital status family status educational history financial history employment history	residents	POPA 4(c)	To collect census information.	City website (aggregated)
Awards and Recognitions	Community and Protective Services	name biography opinions about the individual individuals' opinion of themselves	award recipient	POPA 4(c)	To identify and recognize individuals, groups and organizations including but not limited to Leduc Achievement Awards, Influencer Awards, Sports Hall of Fame, Citizens of Distinction, Athletic Achievement Award, Community Spirit Award, Arts Culture and Heritage Award, Environmental Achievement Award, Youth Award of Merit, and Mayor's Special Award.	City website Leduc Recreation Centre display
Communications and Marketing	CS Communications and Marketing CPS Recreation Services OCM LS City Clerk Council	name home address home telephone number home email business address business telephone number business email audio/visual	residents clients customers	POPA 4(c) Sponsorship and Advertising Policy Flags Bylaw Canada's Anti-Spam Legislation Content Creator's Policy Promotional Items Policy 120904 Sale of City Owned Land Previously Advertised Policy 610022 Social Media Policy 120621 Social Media Policy for Council Policy 110027	To manage the marketing and promotion of City of Leduc programs and services, advertising space, corporate sponsorship, proclamations, and flag raising requests.	Marketing Channels (social media, City website, news releases, brochures, and publications)
Events	All Divisions CPS CSD Community Development	name home address home telephone number home email audio/visual	attendees	POPA 4(c)	To coordinate and promote events organized by or directly involving the City, such as celebrations, festivals, and sports events.	Marketing Channels (social media, City website, brochures)
Delegation of Authority	IP PED Safety Codes CPS Enforcement Services	employee identifying number (safety code designation, peace officer authorization)	employees	POPA 4(b) and 4(c) Public Sector Peace Officer Program Policy Safety Code	To manage safety code officer designations and peace officer authorizations.	
Accounting	Finance	name home address home telephone number home email business address business telephone number business email identifying number (account number, credit card numbers, bank account numbers) financial history	employees residents clients customers	POPA 4(c) Asset Retirement Obligation Accounting and Reporting Liability Policy 12.06:16 Canada Pension Plan Corporate Credit Card Policy 12.02:15 Council Remuneration and Business Expense Policy 11.00:30 Debt Management Policy 12.02:05 Development Recreation Contribution Policy 61.00:25 Donations and Issuing Official Income Tax Receipts Policy 12.02:13 Employee Reimbursement and Expense Claim 12.02:08 Employment Insurance Act Excise Tax Act Fees and Charges (Emergency Response) Guideline General Accounts Receivable (AR) Invoicing & Collections Procedures Policy 120212 Land Development Policy 61.00:28 Maintenance of Local Improvements Policy 61.00:14 Municipal Government Act Off-Site Levy Bylaw 1035-2019 Permanent Disconnection of Water and Sewer Services Policy 410002 RC4049 GST/HST Information for Municipalities Release and Sale of GIS Products and Services Policy 120702 Rules of Professional Conduct with Guidance Chartered Professional Accountants of Alberta – September 18, 2020 Unemployment Insurance (Collection of Premiums) Regulations	To administer and manage expenditures, revenues, and financial transactions including billing, purchase plans, collection of tax arrears, bankruptcy, and pre-authorized payments.	Collection activities. Legal proceedings.

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Accounting - Utilities	Finance	name home address home telephone number home email business address business telephone number business email identifying number (account number, credit card numbers, bank account numbers) financial history	residents clients customers	POPA 4(c) Permanent Disconnection of Water and Sewer Services Policy 410002 General Accounts Receivable (AR) Invoicing & Collections Procedures Policy 120212	To administer and manage utility accounts including collection, processing and termination of accounts.	Collection activities. Legal proceedings.
Contracts	All Divisions	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c)	To bind agreements and contracts between the City of Leduc and another party.	Legal proceedings. Collection activities. Confirmation of ownership (Certificate of Title), etc.
Contracts - Land Use	Infrastructure and Planning	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c)	To bind agreements and contracts between the City of Leduc and another party, such as development agreements, easements, affidavits, caveats, and other legal documentation.	Legal proceedings. Collection activities. Confirmation of ownership (Certificate of Title), etc.
Grants	CPS Community and Social Development Finance IP Engineering and Environment	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Family and Community Support Services Funding Agreement Local Community Group Assistance to Access Charitable Funding Policy 520002 Municipal Grants Policy 110022 Sport Tourism Grant Policy 11.00:32	To issue grants and subsidies.	
Financial Reporting	Finance	name home address business address	property owners	Municipal Government Act 303-204, 307 Asset Retirement Obligation Accounting and Reporting Liability Policy 12.06:16 Budget Guiding Principles Policy 11.00:19 Contaminated Sites Accounting and Reporting Policy 12.02:10 Income Tax Regulation, CRC, c 945, Part LVIII, s5800(1) Municipal Government Act, s241, 243, 245, 246 - Budgets Tangible Capital Assets Financial Reporting Policy 12.02:11	To generate assessment roll for general public viewing as per legislated requirement	Leduc Virtual City Hall - Assessment
Risk Management and Insurance	OCM LS Legal Services	name home address business address financial history	employees residents clients customers	POPA 4(c) Risk Management Policy 110021	To administer insurance policies.	Legal proceedings. Claim submissions for compensation.
Property Taxes	Finance	name home address home telephone number home email business address business telephone number business email identifying number (tax roll number) financial history	residents clients customers	POPA 4(c) Property Tax Relief Policy 120214	To administer property taxes.	Collection activities. Legal proceedings.
Property Tax Recovery	Finance	name home address home telephone number home email business address business telephone number business email identifying number (tax roll number) financial history	residents clients customers	POPA 4(c) Municipal Government Act	To collect tax arrears.	Collection activities. Legal proceedings.

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Incident and Collision Reporting	All Divisions	name home address home telephone number home email business address business telephone number business email age family status identifying numbers (driver licence, insurance policy number) opinion about the individual individuals' opinion about themselves	accident claimants witnesses third parties	POPA 4(c) Traffic Safety Act Occupational Health and Safety Act	To determine liability and administer corporate insurance program. To collect details regarding the incident to be reported for purposes of potential legal implications and/or criminal investigations. Claims handling and incident tracking.	Legal proceedings. Claim submissions for compensation.
Abilities Management	CS Employee Services	name home address home telephone number home email business address business telephone number business email age gender marital status health history educational history opinions about the individual by others individuals opinion about themselves	employees	POPA 4(c) Alberta Workers' Compensation Act Abilities Management Program Manual Employment Standards Code (Alberta) Absence Policy 12.05:50 Incident Reporting and Investigation and Tracking Policy No. 12.05:32 Time Off Plan Policy 12.05:47 OHSW Standard, Return to Work	To support employees who have been on leave due to illness or injury, ensuring their safe and successful return to work.	Workers Compensation Board Legal proceedings
Attendance, Scheduling and Tracking	CS Employee Services	name home address home telephone number home email age marital status identifying number (employee number) health history employment history opinions about the individual	employees	POPA 4(c) Absence Policy 12.05:50 Absenteeism for Pandemic and or Epidemic Illness Policy 12.05:40 Averaging Agreements – Alternative Work Arrangement Policy 12.05:55 Canada Labour Code Canada Labour Standards Regulations Employee Standby/Call Out Policy 12.05:25 Employee Standards Code General Holidays Policy 120529 Hours of Work Policy 120534 Limitations Act Medical Leave of Absence Policy 10.05:59 Overtime Policy 120531 Sick Time Off Plan 12.05:47 Vacation Scheduling Policy 120545	To plan, assign, track and monitor work hours of employees.	Workers Compensation Board Legal proceedings
Employment Programs	CS Employee Services	name employment history	employees	POPA 4(c) Code of Conduct Policy 800002 Code of Ethics Policy 12.06:05 Confidentiality Agreement Policy 12.05:23 Contract Personnel Policy 12.05:10 Discipline Policy 12.05.14 Dress Regulations Policy 12.05:21 Employee Recognition Policy 12.05:44 Employee References and Credit Checks Policy 12.05.18 Employee Separation and Termination Policy 12.05.15 Employee Services Management Policy 800001 Employee Standby/Call Out Policy 12.05:25 Employee Status Change Policy 12.05.20 Employment Equity Act Employment Equity Regulations Employment of Relatives Policy 12.05:53 Limitations Act Personal Relationships Policy 800004 Respectful Workplace Policy 800003 Staff Function Policy 110018 Working from Home Policy 12.05:56	To manage employment programs including but not limited to performance management, human resource planning, employee engagement, organizational development, succession planning, and workforce management.	

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Compensation and Benefits	CS Employee Services	name home address home telephone number home email age marital status identifying number (social insurance number, employee number) employment history	employees	POPA 4(c) Absenteeism for Pandemic and or Epidemic Illness Policy 12.05:40 APEX Supplementary Pension Plan Policy 12.05:37 Canada Pension Plan Compensation Philosophy Policy 12.05:57 Council Remuneration and Business Expense Policy 11.00:30 Employee Classification Policy 12.05:08 Employment Pension Plans Act Employment Pension Plans Regulation Exemption (Public Sector Pension) Regulation ) Limitations Act Local Authorities Pension Plan Policy 12.05:36 Medical Leave of Absence Policy 10.05:59 Salary Administration Policy 120546 Total Rewards Philosophy Policy 12.05:58	To administer and manage compensation, benefits, classification, and position management.	Government of Canada Local Authority Pension Plan
Employment Records - Temporary Workers	OCM LS City Clerk	name home address home telephone number home email opinions about the individual	temporary workers	POPA 4(c)	To provide staffing for short-term projects such as census and election.	
Employment Records	CS Employee Services	name home address home telephone number home email national or ethnic origin age gender marital status identifying number (social insurance number, employee number) health history educational history employment history criminal history opinions about the individual by others individuals opinion about themselves	employees	POPA 4(c) Absence Policy 12.05:50 Annual Performance Assessment Policy 12.05:43 Canada Labour Code Canada Labour Standards Regulations Commercial Vehicle Certificate and Insurance Regulations Drivers' Hours of Service Regulation Employee Separation and Termination Policy 12.05.15 Employee Status Change Policy 12.05.20 Employment Equity Act Employment Equity Regulations Employment Standards Code Human Relations Policy 12.05:27 Personnel Records Policy 120516 Professional Development Policy 120548 Staff Participation Policy 12.05:30 Use of Vehicles Policy 31.00:06 Workplace Violence Prevention Policy 12.05:51 Driver Records	To administer and manage required record keeping for employment history of City employees.	Workers Compensation Board Legal proceedings
Employment Records - Medical	CS Employee Services	name home address home telephone number home email national or ethnic origin age gender marital status identifying number (social insurance number, employee number) health history educational history employment history criminal history opinions about the individual by others individuals opinion about themselves	employees	POPA 4(c) Occupational Health and Safety Act	To administer and manage required medical history of City employees.	Workers Compensation Board Legal proceedings

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Recruitment	CS Employee Services	name home address home telephone number home email national or ethnic origin age gender marital status identifying number (social insurance number) health history educational history employment history criminal history opinions about the individual by others individuals opinion about themselves	employees	POPA 4(c) Employee References and Credit Checks Policy 12.05.18 Employment of Relatives Policy 12.05:53 Recruitment and Selection Policy 120511	To recruit for employment opportunities and document the hiring process.	
Health, Safety and Wellness	CS Employee Services	name home address home telephone number home email business address business telephone number business email age gender marital status identifying number (drivers licence) health history educational history opinions about the individual by others individuals opinion about themselves	employees casualties first aider witnesses medical transporter investigator	POPA 4(c) Canada Occupational Health and Safety Regulations Canada Labour Code, Work Place Harassment and Violence Prevention Regulation Commercial Vehicle Certificate and Insurance Regulations Fit for Duty: Substance Use Prevention 12.05.54 Incident Reporting, Investigation and Tracking Policy 120532 Occupational Health and Safety Act Occupational Health and Safety Code Occupational Health and Safety Policy 120617 Personal Protective Equipment Policy 120541 Transportation of Dangerous Goods Regulation Vaccination Program for Hepatitis B Policy 230002 Workers' Compensation Act Workers Compensation Regulation Workplace Violence Prevention Policy 120551 Use of Vehicles Policy 31.00:06	To fulfill mandatory Occupational Health and Safety reporting requirements including incident reporting, first aid reporting, hazard identification, and near miss reporting.	
Employee Relations	CS Employee Services	name home address home telephone number home email business address business telephone number business email identifying number (employee number) employment history opinions about the individual individual's opinions about themselves	employees	POPA 4(c) Alberta Human Rights Act Employment Standards Code	To administer employee relations programs including performance management cases, collective agreement disputes, and human resource complaints.	mediation
Payroll Administration	CS Employee Services	name home address home telephone number home email identifying number (social insurance number, employee number, bank account) employment history	employees	POPA 4(c) Canada Pension Plan Employee Computer / Cell Phone Purchase Plan Policy 12.02:04 Employment Pension Plans Act Employment Pension Plans Regulation Exemption (Public Sector Pension) Regulation Local Authorities Pension Plan Policy 12.05:36	To administer payroll programs and services.	Pay advice to individual employees
Training and Development	All Divisions	name	employees	POPA 4(c) Occupational Health and Safety Act Professional Development Policy 12.05:48	To track registration of courses.	
Information Privacy Protection	OCM LS Corporate Records	name home address home telephone number home email business address business telephone number business email	employees residents clients customers	POPA 4(c) Corporate Privacy Policy 12.04:03 Privacy Impact Assessments Policy 120404	To control the collection, use and disclosure of personal information by the City of Leduc, including correcting personal information, and conducting privacy investigations and breaches.	

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Information Access	OCM LS Corporate Records	name home address home telephone number home email business address business telephone number business email race, national or ethnic origin colour or religious or political beliefs or associations age gender identity sex sexual orientation marital status family status identifying number (social insurance number, employee number, drivers licence, tax roll , bank account, insurance policy, etc.) biometrics health history educational history employment history criminal history opinions about the individual by others individuals opinion about themselves audio/visual	employees residents clients customers	POPA 4(c) Access to Information Act Corporate Privacy Policy 12.04:03	To complete access to information requests.	
Information Lifecycle	OCM LS Corporate Records	name identifying number (employee number)	employees residents clients customers	POPA 4(c)	To administer the disposition of city information.	

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Backup and Disaster Recovery	CS Information Management	name home address home telephone number home email business address business telephone number business email identifying number (tax roll number) *all information that is required and obtained from PIBs listed here	employees residents clients customers	POPA 4(c)	To manage data system backup and recovery.	
Tendering	CS Procurement Services All Divisions	name business address business telephone number business email educational history employment history	contractors	POPA 4(c) Competition Act Contract Personnel Policy 12.05:10 County Cost Share Communications Strategy Policy 12.06:18 Procurement Policy 110020 Agreement on Internal Trade (AIT), MASH Annex 502.4 New West Partnership Trade Agreement (NWPTA)	To procure goods and services through competitive tendering and other purchasing processes that result in contracts.	
Annexation	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c)	To notify property owners of annexation.	
Appraisals	Infrastructure and Planning	name business address business telephone number business email	residents clients customers	POPA 4(c)	To conduct appraisal of real estate.	
Area Structure Plan Development	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Municipal Government Act Land Use Bylaw	To manage the development of area structure plans, area redevelopment plans, neighbourhood area structure plans, neighbourhood structure plans, and outline plans.	
Property Assessments	Finance	name home address home telephone number home email business address business telephone number business email identifying number (tax roll number)	residents businesses	POPA 4(b) and 4(c)	Assessment, Taxes.	Assessment Contractor Assessment Review Board Alberta Municipal Affairs

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Assessment Review Board Complaints	OCM LS City Clerk	name home address home telephone number home email business address business telephone number business email identifying number (tax roll number)	residents businesses	POPA 4(b) and 4(c) Municipal Government Act Part 11 Matters Relating to Assessment Complaints Regulation	To manage assessment review board complaints against property assessments.	Assessment Review Board Alberta Municipal Affairs
Cemetery Management	IP Engineering and Environment	name home address home telephone number home email business address business telephone number business email age (date of death) gender	clients customers contractors	POPA 4(c) Cemeteries Act Commemorative Bench Program Policy 31.02:05 Vital Statistics Act	To provide for space reservations, purchase, interment services, monument installation permits and follow-up for cemeteries, commemorative benches, and commemorative forests.	Funeral Homes Monument Installers
Developments	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Land Use Bylaw Building and Development or Land Use Changes Undertaken by the City of Leduc Policy 61.00:05 City of Leduc/Leduc County Intermunicipal Development Plan 2010-2044 Development Recreation Contribution Policy 61.00:25 Land Development Policy 61.00:28 Leduc Municipal Development Plan 2020 Bylaw No. 1057-2020 Lot Drainage Policy 61.00:03 Municipal Government Act Neighbourhood Design Guidelines Procedures for Obtaining Lot Grade Approvals Policy 61.00:04	To manage the development of land, and notification to area residents of development.	
Subdivision and Development Appeal Materials	OCM LS City Clerk	name home address home telephone number home email business address business telephone number business email	residents businesses	POPA 4(b) and 4(c)	To manage subdivision and development appeals against the decision of the development authority.	Subdivision and Development Appeal Board Alberta Municipal Affairs
Rentals and Bookings	CPS Recreation Services	name home address home telephone number home email business address business telephone number business email identifying number (payment accounts, insurance policy)	employees residents clients customers	POPA 4(c)	To manage the rental and booking of City spaces and facilities, including communicating with users of rentable space and process payment.	
Land - Acquisitions and Sales	Infrastructure and Planning	name home address home telephone number home email business address business telephone number business email identifying number (tax roll number, payment accounts)	residents businesses	POPA 4(b) and 4(c) Infrastructure Investment Strategy Policy 120209 Land Titles Act Sale of City Owned Land Previously Advertised Policy 610022 Sale or Lease of Redundant Public Utility Lots Walkways and Public Rights of Way Policy 610021	To acquire and sell real estate.	City Staff Real Estate groups Barristers/Solicitors involved Banking institutions
Leases	Infrastructure and Planning	name home address home telephone number home email business address business telephone number business email identifying number (payment accounts)	residents	POPA 4(b) and 4(c)	To lease and license space not currently needed for civic purposes or acquiring space to lease for civic purposes.	

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Permits, Inspections and Zoning	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents businesses	POPA 4(b) and 4(c) Safety Codes Act, Building Code Regulation Land Use Bylaw 809-2013	To manage the issuance and inspection of development permits and building and safety permits including notifying residents of proposed subdivisions.	City Staff Property management / development corporations Alberta Government
Redistricting	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Municipal Government Act Land Use Bylaw Building and Development or Land Use Changes Undertaken by the City of Leduc Policy 61.00:5 Neighbourhood Design Guidelines	To administer amendment to the land use bylaw for reclassification and redistricting land use districts including notifying area residents of proposed developments.	
Road Closures - Permanent	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Municipal Government Act Land Use Bylaw Sale of City Owned Land Previously Advertised Policy 61.00:22	To manage the permanent transfer and closure of City-owned roads, including notifying area residents of proposed development.	
Temporary Closure Permits	OCM LS City Clerk	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Community Standards Bylaw Traffic Bylaw	To administer applications for temporary closure of roads, sidewalks, lanes, multiway, and blocks for the purposes of but not limited to parades, block parties, run/walk events, water line repairs, telephone line repairs, cement repairs, construction and general improvements.	
Licensing, Permits and Inspections	Finance IP Engineering and Environment IP PED Economic Development IP PED Planning and Development CPS Fire Services	name home address home telephone number home email business address business telephone number business email identifying number (payment accounts)	residents businesses/commercial organizations	POPA 4(c) Alberta Fire Code Business Licence Bylaw Community Standards Bylaw Dangerous Goods Transportation and Handling Act Dangerous Goods Transportation Bylaw Downtown Seasonal Outdoor Patios Bylaw Fees and Charges Bylaw Fire Services Bylaw Parkland Bylaw Safety Code Permits Bylaw Speed Bylaw Traffic Bylaw Pet Licence Bylaw	To facilitate the application process, contact applicants, invoice license and permit fees, and bylaw enforcement for such programs as business licenses, pet licenses, special events, backyard hen keeping license, and backyard beekeeping license, dangerous goods off-route permit, pyrotechnic permits, open air fire permit, seasonal outdoor patios permit, taxi operation permit, taxi vehicle permit, etc. To document that properties have been inspected by the Fire Department to determine if they are safe to occupy and determine limits on the number of people who can safely occupy a space.	Online Business Directory Online Pet Owner Search Bylaw / Law Enforcement Agencies Legal firms involved in litigation
Fuel Storage Tank System Permits	CPS Fire Services	name home address home telephone number home email business address business telephone number business email identifying number (payment accounts)	residents businesses/commercial organizations	POPA 4(b) and 4(c) Fire Services Bylaw Safety Codes Act	To facilitate the application process, contact applicants, invoice license and permit fees, and bylaw enforcement for the installation or removal of underground storage tanks used for flammable/toxic material.	Underground Storage Tank Registry - Petroleum Management Association of Alberta Law Enforcement Agencies
Signage	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Municipal Government Act Land Use Bylaw	To administer permits for permanent signs along roadways.	
Subdivision Applications	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Municipal Government Act Land Use Bylaw Building and Development or Land Use Changes Undertaken by the City of Leduc Policy 61.00:5 Neighbourhood Design Guidelines Development Recreation Contribution Policy 61.00:25	To manage the legal division of land into two or more legal lots, including notifying area residents of proposed development.	Tax Roll. Legal activities.

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Subdivision Applications - Leduc County	IP PED Planning and Development	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Municipal Government Act Land Use Bylaw	To provide comments to Leduc County on developments that are occurring adjacent to City of Leduc.	
Asset Maintenance	Infrastructure and Planning	name home address home telephone number home email business address business telephone number business email	residents clients customers	POPA 4(c) Alberta Health Pool Standards Canada Occupational Health and Safety Regulations Canada Water Act Code of Practice for a Waterworks System Consisting Solely of a Water Distribution System Driveway Letdowns During Construction Policy 31.02:2 Environmental Protection & Enhancement Act Maintenance of Local Improvements Policy 610014 Performing Work Activities on Lake Ice Policy 721001 Permanent Disconnection of Water and Sewer Services Policy 410002 Roadside Memorials Policy 310204 Sewer Service Connection Blockages Policy 420002 Sidewalk Curb and Gutter Management Policy 320001 Snow and Ice Control Policy 310203 Transportation of Dangerous Goods Regulation Water Act, RSA 2000, c W-3, s141(1) Weed Control Act	To maintain City-owned hard assets, as well as seasonal control such as snow removal and spring sweeping. This may include documenting mandatory safety inspections have been completed, permits for utility connections/disconnects, driveway letdown.	
Emergency Management	CPS Fire Services	name home telephone number business telephone number	employees	POPA 4(c) Emergency Management Act Emergency Management Bylaw	To contact individuals assigned specific duties in case of an emergency.	Emergency Operation Centre
Emergency Response Operations	CPS Fire Services	name business address business telephone number business email	property manager	POPA 4(c) Emergency 911 Act Emergency Health Services Act Ground Ambulance Regulation Level of Service, Leduc Fire Services Policy 110024	To operate front-line emergency responses to emergency events including commercial lock box location, passwords, and keys.	
Emergency Response Investigations	CPS Fire Services	name home address home telephone number home email business address business telephone number business email identifying number (health care number) health history audio/visual	employees residents business/commercial organizations accident claimants witnesses first aider third parties casualties medical transporter investigator	POPA 4(b) and 4(c) Safety Codes Act	To collect details regarding incidents to be reported for purposes of potential legal implications and/or criminal investigations, and to fulfill mandatory provincial reporting requirements including patient care medical records.	Suspected arson. Medical treatment is required / next of kin must be notified. Finance for ambulance billing purposes. Alberta Health Services. Law Enforcement Agencies
Public Safety and Prevention Programs	CPS Fire Services	name home address home telephone number home email business address business telephone number business email	residents businesses/commercial organizations	POPA 4(b) and 4(c)	To deliver public safety education and awareness programs, as well as ensure fire safety standards are met within all public buildings, commercial facilities, and multiple family dwellings, i.e. conditions and location of fire alarm systems, fire control devices, flame retardants meet fire regulation requirements	City Staff Clients, residents of multifamily dwellings, general public

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Bylaw Enforcement	CPS Enforcement Services	name home address home telephone number home email business address business telephone number business email identifying number (driver licence, city licence and permits) health information criminal history opinions about the individual individuals opinion about themselves audio/visual animal information (veterinary records, breeder information, animal source, animal name, description, weight, tattoo, microchip)	employees residents business/commercial organizations accident claimants witnesses first aider third parties casualties medical transporter investigator victims, complainants, witnesses, animal owners, vehicle owners, property and business owners, trustees, agents and tenants	POPA 4(b) and 4(c) Alberta Fire Code Business Licence Bylaw Community Standards Bylaw Dangerous Goods Transportation and Handling Act Dangerous Goods Transportation Bylaw Downtown Seasonal Outdoor Patios Bylaw Fees and Charges Bylaw Fire Services Bylaw Parkland Bylaw Public Security Peace Officer Program Policy and Procedures Manual Safety Code Permits Bylaw Speed Bylaw Special Constable Conduct and Complaint Procedure Policy 260001 Provincial Offences Procedures Act Traffic Act Traffic Bylaw Pet Licence Bylaw	To respond to complaints; enforce municipal bylaws and provincial and federal legislation; and provide evidence for potential court prosecution regarding but not limited to animal control, weed control, business licenses, solid waste, noise and unsightly premises, or anything which impedes the rights of residents and business property owners.	City Staff Bylaw/Law Enforcement Agencies Legal firms involved in litigation
Security - Administration	CS Employee Services	name identifying number (employee number) visual (photo)	employees	POPA 4(c)	To administer facility ID card access.	Facility Services
Security - Investigations	All Divisions	name home address home telephone number home email business address business telephone number business email race, national or ethnic origin colour or religious or political beliefs or associations age gender identity sex identifying number (drivers licence) biometrics criminal history opinions about the individual by others individuals opinion about themselves audio/visual	employees residents business/commercial organizations accident claimants witnesses third parties casualties investigator	POPA 4(b) and 4(c)	To investigate security incidents such as theft, vandalism, suspicious activity and verbal or physical abuse.	RCMP
Security - Video Surveillance	IP FFT Facility and Property Services CPS Recreation Services CPS Enforcement Services	audio/visual	public visitors contractors employees Registered vehicle owners agents trustees business owners/operators and drivers	POPA 4(b) and 4(c) Traffic Act	To temporarily record facility, property and bylaw enforcement infractions as evidence of potential criminal acts or other incidents.	
Fleet and Equipment Maintenance	All Divisions	name identifying symbol (signature)	employees	POPA 4(c)	To maintain mechanical equipment, vehicles and fleet, including documenting mandatory pre-trip vehicle inspections.	
Admissions	CS Recreation Services	name home address home telephone number home email business address business telephone number business email age identifying number (payment accounts)	residents clients customers	POPA 4(c)	To administer admissions to public facilities, sites and events. This includes applying for fee reduction at a reduced cost.	

Title	Location (Division / Department)	Personal Information Maintained	Categories of Individuals (employees, residents, clients, customers)	Legal Authority	Purpose of Collection and Use	Disclosure
Client Services	CPS CSD Family and Community Support Services	name home address home telephone number home email business address business telephone number business email age gender identifying number (social insurance number, payment accounts) health information opinions about the individual	residents business/commercial organizations	POPA 4(b) and 4(c) Alberta College of Social Works (ACSW) Standards of Practice Health Professions Act	To provide assessment and counselling services to those in need of social service assistance.	Suspected arson. Medical treatment is required / next of kin must be notified. Counsellors Law Enforcement Agencies
Membership and Registration	CPS Recreation Services CPS CSD Community Development	name home address home telephone number home email business address business telephone number business email age gender health information employment history education history	individuals seeking facility membership emergency contact registering for recreation and aquatic programs volunteers	POPA 4(c)	To manage membership and registration of participants in City programs including creating membership profiles, and assess eligibility.	
Membership and Registration - Minors	CPS Recreation Services CPS CSD Community Development	name home address home telephone number home email business address business telephone number business email age gender health information employment history education history	individuals seeking facility membership emergency contact registering for recreation and aquatic programs volunteers	POPA 4(c)	To manage membership and registration of participants in City programs including creating membership profiles, and assess eligibility.	
Community Programs	CPS Community and Social Development	name home address home telephone number home email	program participants	POPA 4(c)	To participate in community programs that don't require formal registration, including site visit tracking, and program evaluations.	
Transit Clients	IP FFT Transit Services	name home address home telephone number home email age gender health information	transit clients	POPA 4(c)	To register passengers and determine eligibility for specialized transportation use	
Visitor Log-In/Out	All Divisions	name home address home telephone number home email business address business telephone number business email	visitors	POPA 4(c)	To track facility visitors in the event of an evacuation or emergency.	Reception at all facilities. Emergency Marshall. Police in case of criminal or mischief behaviour. Law Enforcement Agencies