

PERSONAL INFORMATION BANKS

1. Human Resources and Payroll Records

Program / Activity: Employment administration and compensation

Systems:

- Nav Dynamics / Oracle Fusion ERP
- Kronos
- Microsoft 365 (email records)
- Active Directory
- TaxCycle

Information Maintained: May include employee identification and contact information, demographic data, time and attendance information, payroll and taxation details, benefits information, and employment history.

Individuals: Current and former employees; sessional and casual employees; contractors where treated as employees for payroll purposes.

Legal Authority for Collection: Protection of Privacy Act, section 4(c)

Use: Staff administration, payroll processing, benefits administration, statutory and regulatory reporting, workforce management, audit, investigations, compliance with employment and taxation legislation, internal reporting.

Custody / Control: Banff Centre.

2. Recruitment and Applicant Records

Program / Activity and Location: Recruitment and hiring

Supporting Systems:

- Oracle Taleo

Description of Personal Information: Applicant names and contact information, resumes, employment history, education details, references, interview notes, and recruitment assessment materials.

Categories of Individuals: Job applicants and prospective employees.

Authority for Collection: Protection of Privacy Act, section 4(c)

Uses: Recruitment, assessment, selection, and hiring decisions, talent pipeline analysis.

Custody / Control: Banff Centre.

3. Participant, Student, and Alumni Records

Program / Activity: Program delivery and participant administration

Supporting Systems:

- Campus Cloud (Student System)

- Card Exchange
- Visual One

Description of Personal Information: Participant and student names, contact information, application details, participation records, accommodation details, identification numbers, and alumni contact information.

Categories of Individuals: Applicants, participants, students, alumni.

Authority for Collection: Protection of Privacy Act, section 4(c)

Uses: Program administration, participant services, accommodation access, alumni engagement, statistical reporting, program evaluation, institutional communications.

Custody / Control: Banff Centre.

4. Guest, Conference, and Accommodation Records

Program / Activity: Guest services, lodging, conferences, and events

Supporting Systems:

- Visual One (Property Management System)
- B4Checkin
- Emergency App

Description of Personal Information: Guest names and contact information, reservation and booking details, payment information, room assignments, and emergency contact details.

Categories of Individuals: Guests, conference attendees, visiting artists, program participants.

Authority for Collection: Protection of Privacy Act, section 4(c)

Uses: Reservation management, accommodation services, billing, safety and emergency notification, customer service improvement, financial reconciliation, emergency management.

Custody / Control: Banff Centre.

5. Donor and Development Records

Program / Activity: Fundraising and donor relations

Supporting Systems:

- Raiser's Edge

Description of Personal Information: Donor names, contact information, giving history, pledge records, correspondence, and engagement history.

Categories of Individuals: Donors, prospective donors, sponsors.

Authority for Collection: POPA s.4(c)

Primary Uses: Fundraising, donor stewardship, relationship management.

Consistent Uses: Financial reporting, audit, regulatory reporting, strategic planning.

Custody / Control: Banff Centre.

6. Box Office and Ticketing Records

Program / Activity: Ticket sales and audience services

Supporting Systems:

- AudienceView

Description of Personal Information: Ticket purchaser names and contact information, transaction details, event attendance history.

Categories of Individuals: Patrons, ticket purchasers.

Authority for Collection: POPA s.4(c)

Uses: Ticket sales, audience services, event management, financial reconciliation, marketing analytics, attendance analysis.

Custody / Control: Banff Centre.

7. Financial, Vendor, and Procurement Records

Program / Activity: Financial management and procurement

Supporting Systems:

- Nav Dynamics / Oracle Fusion ERP
- Oracle EPM
- Adaco

Description of Personal Information: Vendor and supplier contact information, payment details, contract and transaction records.

Categories of Individuals: Vendors, contractors, suppliers, sole proprietors.

Authority for Collection: POPA s.4(c)

Uses: Procurement, payment processing, contract management, financial reporting, audit, compliance, financial analysis.

Custody / Control: Banff Centre.

8. Governance and Board Records

Program / Activity: Institutional governance

Supporting Systems:

- OnBoard

Description of Personal Information: Board member names and contact information, meeting materials and governance records.

Categories of Individuals: Board members, executive participants.

Authority for Collection: POPA s.4(c)

Uses: Governance support, board administration, regulatory compliance, institutional accountability, audits.

Custody / Control: Banff Centre.

9. Campus Security

Program / Activity: Security Incident Reviews

Supporting Systems:

- OMNIGO

Description of Personal Information: Full name, email address, and personal phone numbers for parties involved in an incident.

Categories of Individuals: Any individual involved in an incident on Banff Centre campus.

Authority for Collection: POPA s.4(c)

Uses: Incident review, ensuring campus safety.

Custody / Control: Banff Centre.

SYSTEMS THAT ARE NOT PERSONAL INFORMATION BANKS

The following systems do not constitute standalone Personal Information Banks and are excluded from public PIB listing:

- Slack (transitory communications tool)
- Veeam (backup and disaster recovery platform)
- Interface Processor (system integration layer)
- Digital Signage
- Visionline (lock management metadata only; subject to reassessment if scope changes)