Architectural Institute of British Columbia | Personal Information Directory (July 3, 2026)

ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

ID	Department of Primary Responsibility	Name of personal information bank	PIB Format	Type(s) of personal information maintained	Individuals in PIB	Purpose of the collection, use and disclosure of personal information	Persons information is used by and/or disclosed to	Legal Authority for Collection of Personal Information
CMS-1	Communications	Event registrations for the Annual General Meeting	Electronic	Name, Registrant category, AIBC ID, email address	Registrants, staff, members of the public (i.e. OSPG Staff, staff of other regulators)	For access to online meeting; confirm Registrant eligibility to vote during the AGM; record LUs for CES participants	Staff involved in confirming good standing; staff of the online meeting platform provider	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 33 AIBC Bylaws, Part 2
CMS-2	Communications	Event registrations for annaula events (Induction and Retirement Ceremony, Volunteer Recognition Ceremony)	Electronic	Name, Registrant category, email address	Registrants, staff, guests of Registrants	Collection of registrations to send event information; to know how many people will be attending for event food and beverage guarantees and to monitor event room capacity limits	Staff involved in the event	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
CMS-3	Communications	Event registrations for ad hoc AIBC events (Oral Exam workshop, ExAC information session)	Electronic	Name, Registrant category (if applicable), email address, AIBC ID Number	Registrants-attending the events	Collection of registrations to send event viewing URL and/or event information; record LUs for CES participants	Staff involved in the event(s), platform provider	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
CMS-4	Communications	Event registrations for post-secondary student events (UBC SALA Students, BCIT ABT program students)	Electronic	Name, email address, program year, expected graduation date, intent to become registered with the AIBC	Students attending the event	Collection of registrations to send event viewing URL, questions from attendees to answer during the information session	Staff involved in the event(s), platform provider	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
CMS-5	Communications	Speaker Bureau Tracker	Electronic	Name, job title, email, phone number, organization	Registrants, Subject Matter Experts related to architecture	Bureau of speakers who we can direct media requests to.	Communications staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
CMS-6	Communications	Envoke Application	Electronic	Name (first and last), Job Title, Organization, Email Address	Non-Registrants, AIBC Contacts	To send AIBC communication by email, such as the monthly newsletter.	Communications staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
CMS-7	Communications	Envoke Application	Electronic	Name (first and last), AIBC Registrant Category, Email Address, AIBC ID	Registrants	To send AIBC regulatory communication by email, such as Notices.	Communications staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
CMS-8	Communications	Historical MemberPro Email Distribution Lists	Electronic	Name (first and last), AIBC Registrant Category, Email Address, Entity ID, LogonID	Registrants, Non-Registrants	Records for archival purposes as part of the email system transition.	Communications staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
CMS-9	Communications	Envoke Application - Broadcast lists	Electronic	Name, AIBC Registrant Category, email,AIBC ID, invoice number, invoice desription, invoice amount	Registrants	Department email communication.	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
OCEO-1	Office of the CEO	Board Election: Candidate Information Package	Electronic	Name, AIBC ID, Architect License #, Year of Registration, Place of Residence, Skills, Experience, and Competencies, Volunteer Participation	Board applicants	Required for the Board candidate evaluation and election process.	Information is disclosed to the Nomination Committee as part of the selection process of Board candidates.	*Professional Governance Act General Regulation*, B.C. Reg. 33/2023, s. 5 & 6 AIBC Bylaws, Part 2
OCEO-2	Office of the CEO	Annual General Meeting Registration List	Electronic	Name, AIBC ID (Registrants only), email address	Registrants, non-Registrant AGM attendees	Required for entry into the annual meeting webinar broadcast.	Information is disclosed to the webinar service provider to support meeting attendance and voting functionality. Attendance records are disclosed to AIBC professional development staff for confirmation of CES learning units.	*Professional Governance Act*, SBC 2018, c. 33 AIBC Bylaws, Part 2
OCEO-3	Office of the CEO	Roster FIPPA Request (2013-2024)	Electronic	Applicant's name, nature of request , file number, specific information requested, third party personal information (when applicable), outcome of request	Those individuals requesting information or correction of personal information under the *Freedom of Informaiton & Protection of Privacy Act*.	Information is obtained for processing requests and for statistical purposes, and as an index to the information and privacy request files.	Office of the CEO stafff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
OCEO-4	Office of the CEO	FIPPA Access Requests Files	Electronic and Paper	Applicant's name, addresss, email address, nature of request for information, file number, released information and/or reason for refusal to release informaiton.	Those individuals requesting information or correction of personal information under the *Freedom of Informaiton & Protection of Privacy Act*.	Information is obtained and used to respond to requests for information, and to verify that the rquest is valid.	Office of the CEO staff, Office of the Information and Privacy Commissioner of BC	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
PS-1	Professional Services	Registry of Certified Professionals - June 14, 2024	Electronic	Registrant's name, address, email address, telephone number, CP registration date, CP number, AIBC/EGBC ID or license no., CP status (inactive/active), CP course history (including rewrite eligibility)	Certified Professionals (including Architects and Engineers), CP Candidates (Intern Architects, Engineers in Training, externals).	Information is used to maintain an accurate registry of all Certified Professionals and CP candidates. File tracks completion of mandatory courses for active CPs.	Professional Services staff List of active CPs (names only) is shared externally via the AIBC website and with AHJs.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, S.B.C. 2018, c. 47
PS-2	Professional Services	Roster and Active Design Panels	Electronic	Registrant's name, email address, phone number, Registration type, date of registration with the AIBC, current employer, ADP appointment history.	Architects, Retired Architects, AHJ staff	Information is used to 1) maintain an accurate list of Architects/Retired Architects who have served or are currently serving on an ADP and 2) to maintain an up to date list of all Architects/Retired Architects interested in volunteering to serve on an ADP.	Professional Services staff, Design Panel Advisory Group members, external AHJs with ADPs that require AIBC nomination of Architects.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
PS-3	Professional Services	ADP Applications + CVs	Electronic and/or Paper	Registrant's name, email, phone number, registration date, AIBC ID and License nos, past ADP experience, CV - includes educational background, work experience, expressions of interests	Architects, Retired Architects	Application information populates the the Roster and Active Design Panels file. Applications and CVs are shared with AHJ staff when nominating Architects to serve on ADPs.	Professional Services staff, Design Panel Advisory Group members, external AHJs with ADPs that require AIBC nomination of Architects.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
PS-4	Professional Services	Course and Event Registration Lists and Attendance Reports (PheedLoop and Zoom)	Electronic	Name, email, phone number, AIBC ID or EGBC ID, registration type, credit card information (?)	Registrants including Architects, Intern Architects, Retired Architects, Architectural Technologists, and external users (engineers, AHJ staff, other).	Information is obtained and used to deliver PD events to registered participants, and record attendance (LUs) for CES Participants. For events delivered using Zoom, attendee registration is uploaded to Zoom and Zoom creates and sends out personal links and reminders.	Professional Services staff, Zoom, Pheedloop	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5

ID	Department of Primary Responsibility	Name of personal information bank	PIB Format	Type(s) of personal information maintained	Individuals in PIB	Purpose of the collection, use and disclosure of personal information	Persons information is used by and/or disclosed to	Legal Authority for Collection of Personal Information
PS-5	Professional Services	AIBC Report of Activities MM-DD-YYYY (Online course purchase and attendance reports - via Miiro)	Electronic	Name, email address, AIBC ID, jurisdiction, registration type, course purchase history, last viewing date, course progress history, course completion date	Registrants including Architects, Intern Architects, Retired Architects, Architectural Technologists, and external users (engineers, AHJ staff, other).	Tracking of online course purchases and course completions. Information is used to invoice Miiro (online course provider and host); to track the completion of required courses for IAP and BEA programs; and, to track LUs for CES Participants.	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Schedule H
PS-6	Professional Services	Course Attendance Lists	Paper	Name, email address, AIBC ID, registration type, course completion status	Registrants including Achitects, Intern Architects, Retired Architects, Architectural Technologies and external users.	To track the attendance and completion of required courses for registration and LUs for CES Participants.	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5
PS-7	Professional Services	Conference/PD Day Master Lists	Electronic	Name, email address, phone number, registration type, current place of employment, speaking agreement details	Conference or PD Day speakers	Quick access to speaker contact information and to track speaker remittances.	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Section 5
PS-8	Professional Services	Post-Disaster Volunteer Lists	Electronic	Name, mailing address, email address, phone number, AIBC License or ID, registration type	Registrants who have completed the AIBC's Post-Disaster Building Assessment training.	Information is obtained to create a roster of trained registrants available to volunteer in post-disaster building assessment, following a natural disaster (floor or earthquake).	Professional Services staff, Emergency Management of BC, BC Housing	*Freedom of Information and Protection of Privacy Act,* RSBC 1996, c. 165, s. 26(c)
PS-9	Professional Services	Continuing Education System (CES) Compliancy Reports	Electronic	Name, email address, registration type, License no, AIBC ID, CES compliancy status, jurisdiction, Learning Unit (LUs) amounts and totals	CES Participants (Architects, Intern Architects, Architectural Technologists)	Information is collected as part of CES Compliance. Also used to create various communications lists for sending out broadcasts (reminders to non-compliant CES Participants, reminders to Architects AIBC who submitted declarations).	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5
PS-10	Professional Services	Continuing Education System (CES) Non-Compliant Master Lists	Electronic	Name, email address, registration type, AIBC ID, CES compliancy status, registrants communication with AIBC, date of compliancy, payment of fines, etc.	CES Participants (Architects, Intern Architects, Architectural Technologists)	Used to track the completion of outstanding CES requirements for a specific reporting period.	Professional Services staff, PCIP Staff, RL Staff, Finance	*Freedom of Information and Protection of Privacy Act,* RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5
PS-11	Professional Services	Continuing Education System (CES) Extension and Medical Waiver Trackers	Electronic	Name, registration type, AIBC ID, reason for extension, compliancy status, registrant's communication with AIBC	CES Participants (Architects, Intern Architects, Architectural Technologists)	Used to track extensions and waivers to CES requirements, as well as registrants experiencing database issues or who have indicated they are resigning.	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P
PS-12	Professional Services	Communication with CES Non-Compliant Registrants	Electonic	Name, Registrant category, AIBC ID, reason for non-compliance status, registrant's communication with AIBC	CES Participants (Architects, Intern Architects, Architectural Technologists)	Information is used to issue complaints of unprofessional conduct again and supporting documentation for invegistrations.	Professional Services staff, PCIP Staff, Investigations Committee	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5
PS-13	Professional Services	Registrant Contact Management System (RCMS) CES Self-Report Reports (CES activity reports)	Electronic	Name, membership type, AIBC ID, Activity information (Title, Category, Type, LUs, Date)	CES Participants (Architects, Intern Architects, Architectural Technologists)	Information is collected as part of CES compliance verification	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P
PS-14	Professional Services	CES Audit Lists	Electronic	Name, membership type, AIBC ID, email address	CES Participants (Architects, Intern Architects, Architectural Technologists)	Information is collected as part of CES compliance verification	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P
PS-15	Professional Services	CES Reciprocal Reporting Lists - Architects AIBC who completed CES via Canadian Recriprocity Option	Electronic	Name, RP CES compliance with various jurisdictions (AAA, OAQ, MAA)	Architects AIBC	Information is collected and shared as part of CES compliance verification	Professional Services stafff, AAA, SAA, MAA, OAA, OAQ, AANB, ALBNL, NSAA, AAPEI.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P
PS-16	Professional Services	RCMS Activity Register	Electronic	Name, membership type, AIBC ID, Activity information (Title, Category, Type, LUs, Date)	CES Participants (Architects, Intern Architects, Architectural Technologists); For AIBC-Delivered events, AIBC Registrants and Contacts in RCMS, including Retired Architects, etc.	Information is collected as part of CES compliance verification; tracking attendance at AIBC-Delivered events; tracking of LUs for CES Participants at AIBC-Delivered and AIBC-Recognized Events	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P

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PS-17	Professional Services	Construction Administration Course Book Mailing List	Electronic	Name, address (can be personal address)	CA course registrants, including AIBC Registrants and non-AIBC Registrants	Information is collected to mail CA course books.	Professional Services staff, Front Desk	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Schedule H
PS-18	Professional Services	Reinstatement Tracker	Electronic	Name, AIBC ID, registration type, registration activity (date on/off the AIBC register), CES reporting period information	CES Participants (Architects, Intern Architects, Architectural Technologists)	Information is used to track the assignment of CES reporting periods for reinstated CES Participants.	Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P
PS-19	Professional Services	CES Complaints of Unprofessional Conduct	Electronic	Name, registation type, status of CES non-compliance	CES Participants (Architects, Intern Architects, Architectural Technologists)	Used for the unprofessional conduct process.	Professional Services staff, PCIP Staff, Investigations Committee	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5
PS-20	Professional Services	Envoke Application - Broadcast Lists	Electronic	Name, email address, registration type, License no, AIBC ID, CES compliancy status, jurisdiction, Learning Unit (LUs) amounts and totals	CES Participants (Architects, Intern Architects, Architectural Technologists)	Department email communication to CES Participants, including CES deadline reminders.	Professional Services staff, Communications, Finance (ST)	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P
PS-21	Professional Services	CES Non-Compliance Invoice Information	Electronic	Name, email address, AIBC ID, registration type, jurisdiction, invoice ID	CES Participants (Architects, Intern Architects, Architectural Technologists)	Information is used to issue CES non-compliance fine invoices and letters	Professional Services staff, Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 5, Schedule P
POP-1	People Operations	Employee Files (past and current employees)	Digital and (limited in paper)	Name, DOB, Sex, Weight, Height, Home Address, Phone Number, Email Address, Dietary & Allergy information (if available), Medical Conditions & Accommodations (if available), Personal Health Number, Salary/Compensation, Tax Information, Family/Dependant Information (if available), Emergency Contacts, Third Party Contact information, Education, Bank Details, Employment Information, Immigration Documents for Foreign Workers	Employees (full time, part time, temporary) and Contractors	Managing employees during employment and appropriate record keeping post-employment.	Director, People Operations and People Operations Lead to facilitate ordinary HR activities Limited disclosure (no access): Office Coordinator and limited staff in specific circumstances	*Freedom of Information and Protection of Privacy Act,* RSBC 1996, c.165, s.3(2)(a), s. 26(c) and s. 26(d) *Employment Standards Act,* RSBC 1996, c. 113, s. 28(1) and s. 28(2).
POP-2	People Operations	Prospective Employees / Candidates	Digital (and limited in paper)	Name, DOB, Home Address, Phone Number, Email Address, Education, Employment Information, Third Party Contact Information (referee information), Personal Views or Opinions (from others about them in references, or their own opinions in applications and cover letters)	Employees (full time, part time, temporary) and Contractors	Effective recruitment and selection of employees	Director, People Operations and People Operations Lead Limited disclosure/Access: Hiring Manager(s) and interview panels	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s.3(2)(a), s. 26(c), s. 26(d) *Employment Standards Act,* RSBC 1996, c. 113, s. 28(1) and s. 28(2).
POP-3	People Operations	BambooHR (HRIS)	Digital	Name, DOB, Sex, Home Address, Phone Number, Email Address, Dietary & Allergy information (if available), Medical Conditions (as relevant to ensuring wellbeing at work), Salary/Compensation, Tax Information, Emergency Contacts, Education, Employment Information	Employees (full time, part time, temporary) and Contractors	Managing employees during employment and appropriate record keeping post-employment.	Director, People Operations and People Operations Lead to facilitate ordinary HR activities and individuals who the information is about in the HRIS profile. Limited access/disclosure: Managers/ leaders and Office Coordinator.	*Freedom of Information and Protection of Privacy Act,* RSBC 1996, c. 165, s. 3(2)(a), s. 26(c) and s. 26(d) *Employment Standards Act*, RSBC 1996, c. 113, s. 28(1) and s. 28(2).
POP-4	People Operations	HR Master	Digital	Name, DOB, Home Address, Phone Number, Email Address, Dietary & Allergy information (if available), Emergency Contacts	Current and past employees (full time, part time, temporary) and Contractors	Managing employees during employment and appropriate record keeping post-employment.	Director, People Operations, People Operations Lead and Office Coordinator to facilitate ordinary HR activities. Limited disclosure (no access)**:** specific staff in specific circumstances	*Freedom of Information and Protection of Privacy Act,* RSBC 1996, c. 165, s.3(2)(a), s. 26(c) and s. 26(d) *Employment Standards Act*, RSBC 1996, c. 113, s. 28(1) and s. 28(2).
POP-5	People Operations	Emergency Phone Tree	Digital	Name, Phone Number, Emergency Contact Details	Current employees (full time, part time, temporary) and Contractors	Contacting employee Emergency Contacts or Employees themselves during an emergency incident	CEO, Deputy CEO, Director, People Operations, People Operations Lead and Office Coordinator Limited disclosure/Access: Managers	
POP-6	People Operations	Transit Pass Tracker	Digital	Name, Compass Card Number, Compass Card CVN, Zone Fare Type, Pass Type, Benefit Amount ($), Status (actively using benefit, cancelled or paused).	Current employees (full time, part time, temporary) and Contractors	Managing TransitPass benefit during employment and appropriate record keeping post-employment.	Director, People Operations, People Operations Lead and Office Coordinator This information is also shared with Translink to deliver the benefit.	
POP-7	People Operations	Volunteer Application Files	Digital	Name, Email Address, Phone Number, AIBC ID Number, Employment Information, Expression of Interest, PCIP Check/Regulatory Body Check, Screening/Interview Notes (employment history and interest).	New and past volunteer applicants	Managing volunteer applications to various statutory and operational groups.	Director, People Operations, People Operations Lead and Office Coordinator Limited disclosure/Access:: Department staff and interview panels	AIBC Bylaws

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POP-8	People Operations	Volunteer Files	Digital	Name, Email Address, Phone Number, AIBC ID Number, Employment Information, Expression of Interest, PCIP/ Regulatory Body Checks, Screening/Interview notes (employment history and interest), Bank Details, SIN Information (where required), Emergency Contact Details, Allergy and Dietary Restrictions Information.	Current and past volunteers	Managing volunteers during their service with AIBC and appropriate record keeping post-departure.	Director, People Operations, People Operations Lead and Office Coordinator Limited disclosure: Department staff	AIBC Bylaws
POP-9	People Operations	Volunteer Master	Digital	Name, Email Address, Emergency Contact Details, Allergies and Dietary Restrictions, and POps notes.	Current and past volunteers	Managing volunteers during their service with AIBC and appropriate record keeping post-departure.	Director, People Operations, People Operations Lead and Office Coordinator Limited disclosure: Department staff	AIBC Bylaws
POP-10	People Operations	Volunteer Applicant Tracker	Digital	Name, Email Address, Dates of PCIP/Regulatory Body Checks, whether they were successful or not, and POps notes.	Current and past volunteers	Managing volunteer applications to various statutory and operational groups.	Director, People Operations, People Operations Lead and Office Coordinator	AIBC Bylaws
RL-1	Registration & Licensing	Registrant Contact Management System (RCMS)	Electronic	Home address, personal email, phone, last name, first name, middle name, preferred name, gender, date of birth, languages, employment, education credentials, jurisdictions, professional liability insurance policy, Canadian Experience Record Book (CERB) details (only Intern Architects).	AIBC Registrants	AIBC registration and licensing regulatory processes, communication of regulatory information. To process applications and update the AIBC's records on the status of its applicants and Registrants.	AIBC staff as required for the regular course of their duties.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-2	Registration & Licensing	Registrant Files	Paper and Electronic	Education, photo, expired Credit Card info, all application types	AIBC Registrants	AIBC registration and licensing regulatory processes, communication of regulatory information. To process applications and update the AIBC's records on the status of its applicants and Registrants.	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-3	Registration & Licensing	Seal and Site Sign Applications	Electronic	Name, AIBC ID/License Number, registrant status	Architect Registrants	For the purpose of processing the Registrant request for stamps /seals, and auditing issued Seals and Digital Seals	Registration & Licensing staff as required for processing of seal and sign requests.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-4	Registration & Licensing	Good Standing Tracker	Electronic	Name, AIBC ID, License Number, email, Accounts Receivable	AIBC Registrants	For the purpose of tracking registrant Good Standing.	AIBC staff as required for tracking Registrant good standing.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-5	Registration & Licensing	Confirmation of Registration Tracker	Electronic	Name, AIBC ID, License Number, Accounts Receivable status, Registration path, Disciplinary History, CES Compliant status	AIBC Registrants	To track and fulfill registrant requests for confirmation of registration for other jurisdictions	Jurisdiction requiring confirmation of registration	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-6	Registration & Licensing	License Numbers	Electronic	License Number, first name, last name, date registered, registration path	Architect Registrants	Tracking of License number assignments	Registration & Licensing staff for tracking of assigned license numbers.	Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165, s 26 (c) Professional Governance Act, S.B.C. 2018, c. 47 AIBC Bylaws, Part 4
RL-7	Registration & Licensing	Architect Certificates	Electronic	Name, Mailing Address, Phone Number, Email, License Number, Membership Effective Date	Architect Registrants	Used and disclosed for the calligrapher to create registration certificates.	Registration & Licensing staff Calligrapher to create the certificates.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-8	Registration & Licensing	Induction and Retirement Ceremony	Electronic	Name, Email, Mailing Address, Gender, AIBC ID/License Number	AIBC Registrants	Preparation for the Induction and Retirement Ceremony	AIBC staff as required for delivery of the event.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c)
RL-9	Registration & Licensing	Examination Results - Includes lists of Oral Review/Exam, ARE, ExAC, AT exam results	Electronic	Name, Exam Result	AIBC Registrants	For approval of examination results by to support registration requirements	Registration & Licensing staff Members of the Credentials Committee for approval of the exam results	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-10	Registration & Licensing	Annual Renewals - Financial	Electronic	Home address, personal email, phone, last name, first name, middle name, preferred name, employment, Accounts Receivable,	AIBC Registrants and Affiliates	Processing of Annual Fee Billing and tracking payments, exceptions and efforts at communication, and recommended actions.	Registration & Licensing, finance department staff	Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165, s 26 (c) Professional Governance Act, S.B.C. 2018, c. 47 AIBC Bylaws, Part 4

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RL-11	Registration & Licensing	Annual Renewals - General	Electronic	Name, AIBC ID/License Number, email, mailing address, Accounts Receivable	AIBC Registrants	Processing of Annual Fee Billing, communication sent to individuals, status change requests received. Mailing status, reporting requirements for Credentials Committee and Online Register	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-12	Registration & Licensing	Annual Renewals - Registration - Confidential Waivers	Electronic	Name, AIBC ID/License Number, waiver type, email, accounts receivable	AIBC Registrants	Used to review requests for wavier of annual fees, and to track the accounting adjustments required by these requests.	Registration and Finance staff processing waiver requests. Only general category of waiver is shared with Finance and available to other staff.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-13	Registration & Licensing	Database Audit	Electronic	Home address, personal email, phone, last name, first name, middle name, preferred name, gender, date of birth, languages, employment, education credentials, Canadian Experience Record Book (CERB) details (only Intern Architects).	AIBC Registrants and Affiliates	Used to verify database quality and record large scale changes made to files.	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-14	Registration & Licensing	Status Changes	Electronic	Name, AIBC ID/License Number, Registration type, Firm Ownership, Application Status, Status Dates, Good Standing, A/R	AIBC Registrants	Processing, and record keeping of Status Change requests and processing	Registration & Licensing staff Members of the Credentials Committee for approval of the status change	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-15	Registration & Licensing	New Architect Tracker	Electronic	Name, AIBC ID, Username, Application type and status date, email, mailing address	Architects	Processing, and record keeping of registration requests and processing	Registration & Licensing staff Members of the Credentials Committee for approval of the registration request	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-16	Registration & Licensing	NCARB Architect Registration Examination (ARE), Writers	Electronic	Name, Email, NCARB details, Registrant Category, ExAC status	Interns	Tracking Completion of ARE uring transition away from ARE, and communication required to those with deadlines/requirements	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-17	Registration & Licensing	New Intern Tracker	Electronic	Name, Username, Address, Mentor and Supervisor Name and Work Address, AR list,	Interns	Tracking data entry, invoicing and communication for new Interns	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-18	Registration & Licensing	Volunteer Mentors	Electronic	Name, languages spoken, personal interests	Architects and Retired Architects	Contact information for AIBC Architect and Retired Architects who have offered to be mentors for potential Interns in need of a mentor.	Registration & Licensing staff, sent to potential Interns upon request. Volunteers (AIBC Architects and Retired Architects) can request to have their information changed, added, or removed as needed.	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-19	Registration & Licensing	Oral Examiner Roster	Electronic	Name, Training, Availability preferences, Email, Dietary Restrictions,	Architects and Retired Architects	Tracking of Oral Examiners status. Also used for assessing volunteer nominees.	Registration & Licensing staff, People Operations staff (upon request).	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-20	Registration & Licensing	Oral Exam/Review Tracker	Electronic	Name, AIBC ID, Email, Exam results, Application status, Mentor Name, Mailing Address, Photo, AR	Interns, BEA Affiliate, Architects, Retired Architects	Tracking status and scheduling of Oral Exams.	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-21	Registration & Licensing	Alternative Qualifications Tracker	Electronic	Name, ID, Status Dates, Application Dates	BEA, BEFA	Tracking progress of Affiliates through the BEA Program. Also used to monitor program as a whole and general numbers are reported to the Qualifications Advisory Group	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4

ID	Department of Primary Responsibility	Name of personal information bank	PIB Format	Type(s) of personal information maintained	Individuals in PIB	Purpose of the collection, use and disclosure of personal information	Persons information is used by and/or disclosed to	Legal Authority for Collection of Personal Information
RL-22	Registration & Licensing	Architectural Technologist Tracker	Electronic	Name, ID, Email, Exam and education status	AT Affiliates and ATs	Tracking status and scheduling of AT Affiliates and their progress through registration to be an AT	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
RL-23	Registration & Licensing	Examination for Architects in Canada (ExAC) Master Tracker	Electronic	Name, ExAC ID, AIBC ID,Email, Exam result, Language, Special Accomodations (medical condition not disclosed, only the accomodations permitted)	Intern Architects	Tracking status and scheduling of ExAC participants	Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws, Part 4
FIN-1	Finance	PayPal Deposit Report	Electronic	Payer's name, AIBC ID, email address, registrants name	All registrants including firm admin, REPs	Information is obtained and used to record credit card (via PayPal) transactions in Sage 300 (Imported into Sage to create a receipt batch)	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-2	Finance	RBC EFT Deposit Report	Electronic	Payer's name, AIBC ID, registrants name	All registrants including firm admin, REPs	Information is obtained and used to record e-transfer transactions in Sage 300 (Imported into Sage to create a receipt batch)	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-3	Finance	Moneris Deposit Tracking Report	Electronic	Name, address, email address, AIBC ID, phone number, registrants name	All registrants including firm admin, REPs, Misc. customers for CCDC purchase	Information is used to call for credit card payment collections over the phone and to record Moneris credit card transactions in Sage 300	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-4	Finance	Moneris Deposit Report	Electronic	Name, address, email address, AIBC ID, phone number, registrants name	All registrants including firm admin, REPs, Misc. customers for CCDC purchase	Information is obtained and used to record credit card (via Moneris) transactions in Sage 300 (Imported into Sage to create a receipt batch)	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-5	Finance	Pheedloop reports	Electronic	Name, email address, AIBC ID, Membership type, employment	All registrants and MiSC PD customers (for conference including REPs)	information is obtained during course or event registration and used to record transactions in Sage (Imported into Sage to create an invoice batch)	Finance, Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-6	Finance	Stripe deposit Reports	Electronic	Payer's name, AIBC ID, Registrant's name, email address	All registrants and MiSC PD customers (for conference including REPs)	information is obtained during course or event registration and used to record deposit transactions in Sage (Imported into Sage to create a receipt batch)	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-7	Finance	Miiro report	Electronic	Name, address, email address, AIBC ID	R and C profile registrants and some MISC PD customers	Information is provided from Miiro, via PD, for course registration and payment transactions, and is used to record transactions in Sage 300 (Imported into Sage to create both invoice and receipt batch)	Finance, Professional Services staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-8	Finance	ARList and AR Weekly Report	Electronic	Name, AIBC ID	All registrants, REPs, Other	Reports are exported to review outstanding invoices/documents and to review payment history (Exported from Sage, provided to R&L and PS, for REP and CES, as well)	Finance/PS/Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-9	Finance	Sage customer list - RCMS&RCMSCA&EP	Electronic	Name, AIBC ID, email address, address	All registrants, REPs, Other	Reports are exported from Sage to display Sage customers (Exported from Sage, provided to R&L, used to create or/and validate invoice and deposit batches)	Finance/Registration & Licensing staff	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws

ID	Department of Primary Responsibility	Name of personal information bank	PIB Format	Type(s) of personal information maintained	Individuals in PIB	Purpose of the collection, use and disclosure of personal information	Persons information is used by and/or disclosed to	Legal Authority for Collection of Personal Information
FIN-10	Finance	MemberPro/Merged applicants file	Electronic	Name, email address, address, telephone number, AIBC ID	All registrants (including Architects, Intern Architects, Retired Architects, Architectural Technologists, Firms), temporary licenses, and honourary members., REPs, c profiles (BEFA, BEA, Affiliate,etc.), MISC PD, MISC customers, vendors, Media, committee members, tenants, board members, MISC, Architectural institute in other provinces, former name, birth date, age, license number		Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-11	Finance	MemberPro data exported	Electronic	Name, email address, address, telephone number, AIBC ID		Data is exported from MemberPro to be imported into Sage	Finance & all other	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47
FIN-12	Finance	Tax Receipts	Electronic	Name, AIBC ID	Registrants (Interns) for Oral and ExAC	Information is used to provide tax receipts for eligible exams	Finance, Registration & Licensing staff	CRA
FIN-14	Finance	CCDC order tracking sheet (Annual)	Electronic	Name of contact person, firm or individual name, AIBC ID unless MISC customer	Misc. customers, AIBC R (architect) and E registrants	Information is obtained to create an invoice and process CCDC orders	Finance, Pos	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47 AIBC Bylaws
FIN-15	Finance	Expense Report	Electronic	Name, address	Board members, committee members, Employees	Information is obtained to reimburse business related expenses	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47
FIN-16	Finance	Invoices from Individual vendors, Contractors	Electronic	Name, home address, email address, phone number	Vendor, contractors, presenters & keynote speakers for PD and conference	Information is obtained and used to pay remuneration or bills	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47
FIN-17	Finance	Bank information	Electronic	Name, Address, email address, Bank Information	Individual vendor, contractors, presenters & keynote speakers for PD and conference, registrants (ACH deposit for refunds), employees	Information is obtained and used to pay bills	Finance	*Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165, s. 26(c) *Professional Governance Act*, SBC 2018, c. 47
FIN-18	Finance	PayWorks Report	Electronic	Name, address, Date of birth, Employer (AIBC)	Employee, committee, board members, Contractors	Information is obtained for Sage JE backup purposes	Finance/People staff	*CRA*
FIN-19	Finance	Pension Report	Electronic	Name, SIN, Start date of employment, Salary	Employees		Finance/People staff	
FIN-20	Finance	T4 & T4A slips	Electronic	Name, SIN, Employer name, address	Employees, contractors, Volunteers, Committee members	To provide T slips to employees for an annual tax return	Finance/People staff	CRA
FIN-21	Finance	WSBC		Name, Start date of employment, salary	Employees		Finance/People staff	
FIN-22	Finance	Payroll Information	Electronic	Name, home address, email address, phone number, SIN, bank information, Work permit number, date of birth	Employees, PD contractors (Course instructors), Board Chair, committee members (investigation, discipline, BEA assessors)	Information is obtained and used to pay remuneration	Finance/People staff	CRA

ID	Department of Primary Responsibility	Name of personal information bank	PIB Format	Type(s) of personal information maintained	Individuals in PIB	Purpose of the collection, use and disclosure of personal information	Persons information is used by and/or disclosed to	Legal Authority for Collection of Personal Information
FIN-23	Finance	Standard of Procedures	Electronic	Name, AIBC ID, email address	All registrants (including Architects, Intern Architects, Retired Architects, Architectural Technologists, Firms), temporary licenses, and honourary members., REPs, c profiles (BEFA, BEA, Affiliate,etc.), MISC PD, MISC customers, vendors, Media, committee members, tenants, board members, MISC, Architectural institute in other provinces, former name, birth date, age, license number	Sample of Finance procedures to prepare departmental SOP (standard of procedures)	Finance	
FIN-25	Finance	Audit files - registrants list	Electronic	AIBC ID, Name, Address, email address	All RCMS registrants including C profiles	Exported from RCMS and provided to auditors for sampling test		
PCIP-1	Professional Conduct and Illegal Practice	Illegal Practice Case Files	Paper / Electronic	Name of Compainant, name of non-registered individual and/or company, file number, mailing address, telephone number, email adddress, investigative information, history of correspondence, legal counsel, location of project, details of infraction, staff members, opinions regarding the potential illegal practice, copies of covenants or undertakings not to practice architecture, fine payment (where applicable).	Complainants, non-registrants (individuals and companies) suspected of illegal practice (and/or misrepresentation) and third-party individuals involved.	Information is obtained and used to investigate and resolve complaints regarding misrepresentation of title or qualifications and/or the illegal practice of architecture.	PCIP staff, and Executive office on an as needed basis, external legal counsel (when required).	*Professional Goverance Ac* t, SBC 2018, c. 47, s. 64-81.1 *Architects Regulation, B.C. Reg. 33/2023, s. 4 and 5(1)* *Freedom of Information and Protection of Privacy Act* RSBC 1996, c. 165, s. 26.
PCIP-2	Professional Conduct and Illegal Practice	Professional Conduct Case Files	Paper / Electronic	Registrant's name, case file number, registrant's home and work address, registrant's home and work telephone number, email address, comments about the registrant by the complainant, complainant's name, complainant's address, complainant's telephone number, email address, personal information about other individuals involved, project specific information (as applicable), investigative material, and other personal information related to the complaint.	Complainants, registrants against whom the complaints are made, and any other third-party individuals involved.	Information is obtained and used to investigate complaints. Information is not shared with any organization or third party inviduals except as required by law.	PCIP staff, Investigations Committee, Disciplinary Committee, other registrants providing expert opinions, complainants, external legal counsel (when required).	*Professional Goverance Act* , SBC 2018, c. 47, s. 64-81.1 *Architects Regulation, B.C. Reg. 33/2023, s. 4 and 5(1)* *Freedom of Information and Protection of Privacy Act,* RSBC 1996, c. 165, s. 26.
PCIP-3	Professional Conduct and Illegal Practice	Complaints and Discipline Roster - 1979-Current	Electronic	Name of complainant, name of registrant being complained about, registration type, file number, status of complaint, location of file, resolution of file.	Complainants (third parties, registrants, AIBC, clients), respondent (Architect AIBC, Intern Architect AIBC, Architectural Technologist AIBC, Retired Architect AIBC, Firms)	Information is used to track open and closed conduct files, and is used for statistical purposes.	PCIP staff, Executive office on an as needed basis	*Freedom of Information and Protection of Privacy Act* RSBC 1996, c. 165 s. 26.
PCIP-4	Professional Conduct and Illegal Practice	Sharepoint	Electronic	Registrant's name, case file number, registrant's home and work address, registrant's home and work telephone number, email address, comments about the registrant by the complainant, complainant's name, complainant's address, complainant's telephone number, email address, personal information about other individuals involved, project specific information (as applicable), investigative material, and other personal information related to the complaint.	Complainants, registrants against whom the complaints are made, and any other third-party individuals involved.	Information is obtained and used to investigate professional conduct complaints.	PCIP staff and Investigations Committee	*Professional Goverance Act* , SBC 2018, c. 47, s. 64-81.1 *Architects Regulation, B.C. Reg. 33/2023, s. 4 and 5(1)* *Freedom of Information and Protection of Privacy Act,* RSBC 1996, c. 165 s. 26. AIBC Bylaws
PCIP-5	Professional Conduct and Illegal Practice	Disciplinary Inquiry Files (1989-2017)	Paper / Electronic	Registrant's name, case file number, registrant's home and work address, registrant's home and work telephone number, email address, comments about the registrant by the complainant, complainant's name, complainant's address, complainant's telephone number, email address, personal information about other individuals involved, project specific information (as applicable), investigative material, and other personal information related to the complaint. Witness statements, interview notes, penalty information,hearing information, invoices.	Registrants who are disciplined by the AIBC, complainants, witnesses, other third parties, external counsel.	Information is obtained and used as part of the disciplinary process. Investigative information is not shared with outside organizations or individuals unless required by law.	PCIP staff, Discipline Committee, legal counsel. Discipline decisions are published on the AIBC website and on the register. Investigative information is not shared.	*Professional Governance Act, SBC 2018, c. 47, s. 75* *Freedom of Informaiton and Protection of Privacy Act,* RSBC 1996, c. 15 s. 26(b) and © AIBC Bylaws