

Personal Information Bank Form

Date: January 19, 2016

Title (Name) of PIB: Student Files	File Number: N/A
Location – Primary Office: Centre for Nursing and Health Studies	
Location – Other Offices: Some record copies are located in the Office of the VPFA.	
Information Maintained (description): Name, address, telephone numbers, email address, admission records, academic records, correspondence (mail and e-mail), fax number, occupation, transcripts, student profiles, final grade reports, exams, resumes/C.V.'s, letters of reference, application forms, information related to Nursing registration, Basic Life Support certification, immunization records, records of phone calls, transfer credit information, course registration information, course withdrawal information, course cancellation information, prior learning assessment information, appeal documents, faxed information, copy of letter sent to preceptor, results of transfer credit evaluation and practicum records (kept indefinitely)	
Individuals: Students	
Legal Authority: Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act	
Purpose: Historic records	
Remarks: Ongoing in perpetuity	