

## Personal Information Bank Form

Date: January 19, 2016

<b>Title (Name) of PIB:</b> Course Cancellations Files	<b>File Number:</b> N/A
<b>Location – Primary Office:</b> Centre for Nursing and Health Studies	
<b>Location – Other Offices:</b> None	
<b>Information Maintained (description):</b> Documentation of course cancellation (graduate)	
<b>Individuals:</b> Graduate Students	
<b>Legal Authority:</b> Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act	
<b>Purpose:</b> Reporting	
<b>Remarks:</b> In student file which is kept until one year after the student completes the program or if no longer in the program the file is immediately shredded.	