

Personal Information Bank Form

Date: July 20, 2016

Title (Name) of PIB: Administrative and IT Databases	File Number:
Location – Primary Office: Faculty of Business	
Location – Other Offices:	
Information Maintained (description): Faculty of Business develops Administrative databases (undergraduate and graduate) using IBM Notes Databases. Administrative databases created in IBM Notes / Connections may also include both staff and student data and is used only by those staff who require access to this information. Many of these databases are IT related and supported (i.e. IBM Notes Mail, User Access, etc.)	
Individuals: Students and Staff	
Legal Authority: Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose: Access to administrative and IT databases are available to those with permissions and require the data for their work. These databases may include Staff, Faculty, AE, Coaches and student names and information and used for tracking, access, feedback and activities related to each person's role. Administrative databases include: Timesheets (Academic Experts and Faculty) Student Profiles Student Admission System (SAS) Student Handbooks User ID and passwords Staff and Student Address book IBM Notes email (Staff and Students) Coaches Contracts and Course Database Helpdesk Log file and Chat Logs Helpdesk HEAT records (student and staff support records) Program Tracker Staff phone List (IBM Connections) Committee Databases	

Survey Information (includes SurveyMonkey and other student/staff surveys)
Personal Staff Databases (store Performance Assessments, passwords, research)
In Residence contact lists (external vendors)
Staff Central Calendar
CRM (Microsoft Dynamics/GreyMatter) system

Remarks: