

## Personal Information Bank Form

Date: October 13, 2015

<b>Title (Name) of PIB:</b> Student Case File	<b>File Number:</b> N/A
<b>Location – Primary Office:</b> Faculty of Business, Advising Services	
<b>Location – Other Offices:</b> None	
<b>Information Maintained (description):</b> Name, date of contact, personal contact information, correspondence and information requested and provided.	
<b>Individuals:</b> Student/staff	
<b>Legal Authority:</b> Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
<b>Purpose:</b> Each time a student contacts the advising unit a new case file is created in our tracking system and documented according to information provided. These contacts will include the individual program planner (if completed) and any other pertinent information to the student's case.	
<b>Remarks:</b>	