Athabasca University ◣

Personal Information Bank Form
Date: July 20, 2016

Title (Name) of PIB: Student Records	**File Number:**

Location – Primary Office:
Faculty of Business - Graduate

Location – Other Offices:

Information Maintained (description):

Student Name, address, telephone numbers, SIN, birthdate, citizenship, educational background (Transcripts), Employment history (resumes), personal and professional references, payment information, grades, student ID, date of contact, personal contact information, correspondence and information requested and provided are all maintained within the Graduate Enrolment Services department.

- Student Admission and Registration information – core courses, electives, in-residence and applied projects.
- Student Admission System (SAS)
- Student Scholarship and Financial Aid application forms, reference letters, process and e-mail correspondence
- Graduation and Convocation information
- Student Payment tracking information

Individuals:

Students and Staff

Legal Authority:

Section 33 (c) of the Alberta *Freedom of Information and Protection of Privacy Act*

Purpose:

Graduate Enrolment Services manages all contacts that students have about the administration of their studies. They handle program advising, administration and academic questions. Student Admission files are stored in SAS as well as created as hard copy files, all e-mail, forms and applications are printed and added to this file which is stored in a locked file room. Payments and applications are tracked using our tracking system (CRM – Microsoft Dynamics/GreyMatter).

Remarks: