

## Personal Information Bank Form

Date: July 20, 2016

<b>Title (Name) of PIB:</b> Student Records	<b>File Number:</b>
<b>Location – Primary Office:</b> Faculty of Business - Undergraduate	
<b>Location – Other Offices:</b>	
<b>Information Maintained (description):</b>  Name, date of contact, personal contact information, correspondence and information requested and provided.	
<b>Individuals:</b>  Students and 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 undergraduate Student Support Centre with advising, administration and academic questions a new case file is created in our tracking system (CRM – Microsoft Dynamics/GreyMatter) and documented according to information provided. These contacts will include student questions and responses, referrals, the individual advising program plan (if completed) and any other pertinent information to the student's case.	
<b>Remarks:</b>	