

Personal Information Bank Form

Date: November 1, 2012

Title (Name) of PIB: BIOL230 and CHEM217 Home Lab Kit Request Forms	File Number: N/A
Location – Primary Office: CS Server Room Institutional Web Server	
Location – Other Offices: None	
Information Maintained (description): Student Name, Student ID#, date of request, shipping address, phone number, e-mail address.	
Individuals: Students	
Legal Authority: Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose: Tracks whether a student is registered in the course, has been shipped a home lab kit, if they have received it, if it has been returned, if it has been check and completed.	
Remarks: Student Request Form located at: https://secure3.athabascau.ca/Labs/student-forms/student_form.php	