

Personal Information Bank Form

Date: November 1, 2012

Title (Name) of PIB: Lab Exemptions Records Management System (LERMS) Database Ref: http://science.pc.athabascau.ca/labex.nsf	File Number: N/A
Location – Primary Office: Centre for Science – secure Lotus Notes server (on-line database)	
Location – Other Offices: Faculty of Business	
Information Maintained (description): Student Name, Student ID#, past lab course, school, year completed, previous mark. Documentation proofs –scanned attachments of official transcripts, e-mail communications confirming lab exemption information and if/when the lab exemption is granted.	
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 has not yet registered in the course, is active or if the exemption has been entered and completed.	
Remarks: The AU Office of the Registrar has approved the protocols and procedures used for the use of this database.	