

## Personal Information Bank Form

Date: November 1, 2012

<b>Title (Name) of PIB:</b>	<b>File Number:</b>
Lab Booking Request Database	N/A
<b>Location – Primary Office:</b>	
CS Server room; Institutional Web Server	
<b>Location – Other Offices:</b>	
None	
<b>Information Maintained (description):</b>	
Student Name, student ID#, course #, student address, phone number, lab class, and location requested.	
<b>Individuals:</b>	
Students	
<b>Legal Authority:</b>	
Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
<b>Purpose:</b>	
Provides information to fully process a lab booking. The information in this database is transferred to Newton and to LRRMS.	
<b>Remarks:</b>	
Database created out to increase service to students wanting to make online lab bookings. Note: Newton not able to generate lab sessions and generate lab attendance lists.	