Athabasca University

Personal Information Bank Form
Date: November 1, 2012

Title (Name) of PIB:	File Number:
Lab (Booking) Registration Records Management System (LRRMS) Database Ref: http://science.pc.athabascau.ca/labreg.nsf	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#, course #, student address, phone number, lab class, and location.

Individuals:
Students

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

Purpose:
Tracks whether a student is registered in the course, and is booked into the lab session, or if a lab booking has been canceled. Also for some courses, whether a lab manual has been mailed to the student.

Remarks:
Database created out of sheer necessity to keep track of all our lab bookings. Newton not able to generate lab sessions and generate lab attendance lists.