

## Personal Information Bank Form

Date: November 5, 2015

<b>Title (Name) of PIB:</b>	<b>File Number:</b>
ITS Help Desk Heat Database (Client Request Log)	N/A
<b>Location – Primary Office:</b>	
Information Technology Services	
<b>Location – Other Offices:</b>	
Offsite backup tapes	
<b>Information Maintained (description):</b>	
Name, email address, telephone number, student ID number	
<b>Individuals:</b>	
Students, staff	
<b>Legal Authority:</b>	
Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
<b>Purpose:</b>	
Log of requests from individuals to the IT Help Desk for information, assistance, help, etc.	
<b>Remarks:</b>	