

## Personal Information Bank Form

Date: November 5, 2015

<b>Title (Name) of PIB:</b>  ITS Staff Active Directory records for network and/or system access to desktop and file shares.	<b>File Number:</b>  N/A
<b>Location – Primary Office:</b>  Information Technology Services main server room servers, Athabasca	
<b>Location – Other Offices:</b>  Off-site backup tapes	
<b>Information Maintained (description):</b> Various authentication data such as first and last name, e-mail address, position title, and department name, etc. Primary data entry is by HR personnel through AUME for AU staff, and by IT Services staff for others (contractors, etc). AD is used to gain access to many AU systems, including the AU desktops and laptops, file shares, VPN, etc	
<b>Individuals:</b>  All ITS staff, contractors, anyone needing systems access or an AU Staff email account.	
<b>Legal Authority:</b>  Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
<b>Purpose:</b>	
<b>Remarks:</b>  ITS is the custodian of the data	