

Personal Information Bank Form

Date: October 21, 2016

Title (Name) of PIB: Instructor Files – Paper Files	File Number: N/A
Location – Primary Office: Partnerships/Student Recruitment	
Location – Other Offices: None	
Information Maintained (description): Name, address, telephone number, work assignments, student evaluations, correspondence, resumes, expense claims, time sheets, class lists.	
Individuals: Grouped Study Instructors	
Legal Authority: Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose:	
Remarks:	