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## Personal Information Bank Form

Date: June 18, 2012

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<b>Title (Name) of PIB:</b> CUPE Employee Files	<b>File Number:</b> N/A
<b>Location – Primary Office:</b> Learning Services Tutorial	
<b>Location – Other Offices:</b> None	
<b>Information Maintained (description):</b> Name, address, telephone number, payroll and benefit information, appointment letters, work schedules, leave requests	
<b>Individuals:</b> Staff	
<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>	