

Personal Information Bank Form

Date: October 31, 2015

Title (Name) of PIB: Professional Services Contracts	File Number:
Location – Primary Office: Contract Services is the keeper of the official record. Payable Contracts are stored online in the AU Contract Tracking System (AUCTS).	
Location – Other Offices: Paper copies are stored in the Research Centre. Financial Services, Accounts Payable is provided with information required to make payments for services rendered.	
Information Maintained (description): Information contained in agreements between Athabasca University and a person or agency/organization to provide goods (e.g. data, manuals, reports), perform services, or to construct works. Personal information may include name, contact information (including business name), biographical information, educational information, financial information, evaluations/assessments, Social Insurance Number (SIN), other identification number (e.g. Business Number, Worker's Compensation Board Number) and signature(s).	
Individuals: Individuals representing themselves or employed through private companies (including temporary help services) who have submitted responses to Requests for Proposals or hired on a fee for service basis and who have been engaged through contracts with Athabasca University for work relating to research projects.	
Legal Authority: Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose: Personal information is used to manage the contracting process, which may include the request for and receipt of proposals, evaluation of bids, selection of contractor, preparation, negotiation, execution, and award of contract, the disbursement of funds for services, deliverables, or both as specified within the contract, and post-contract evaluation.	
Remarks: Contract information is retained for 7 years after the end of a contract and is then destroyed.	