

Personal Information Bank Form

Date: October 21, 2015

Title (Name) of PIB: Research Grants and Contracts Agreements	File Number:
Location – Primary Office: Research Centre	
Location – Other Offices: Financial Services, Accounts Receivable is provided with information required to make deposits for monies received.	
Information Maintained (description): Information related to individuals who remit monies payable to Athabasca University relating to research projects. Personal information may include: name, contact information, nature of remittance, funder/sponsor/project identification number, other identification numbers, and signature.	
Individuals: Individuals who remit monies to Athabasca University, including representatives of companies, corporations, associations, and agencies.	
Legal Authority: Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose: Personal information is used to support the collection of monies owing to Athabasca University in relation to funded research projects.	
Remarks: Paper copies are stored in the respective research project file (as applicable) for audit purposes. Effective September 2015 documentation (agreement/contract) is uploaded to the AU Research Portal for electronic storage. Information is retained for 7 years after the end of a research project and is then destroyed.	