

## Personal Information Bank Form

Date: October 16, 2015

<b>Title (Name) of PIB:</b>	<b>File Number:</b>
Online Web Service Request Form	N/A
<b>Location – Primary Office:</b>	
Student and Academic Services – Office of the Vice President, Academic	
<b>Location – Other Offices:</b>	
Computing Services (server) located at AU, Central, Athabasca	
<b>Information Maintained (description):</b>	
Requestors name, email, date submitted, description of web related issue or request, assigned unit, open and close time and SAS staff response/action description to requests are stored electronically in a database.	
<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>	
A system for the SAS unit to respond to and track web maintenance requests.	
<b>Remarks:</b>	