

## Personal Information Bank Form

Date: December 14, 2015

<b>Title (Name) of PIB:</b> E-Mail Correspondence	<b>File Number:</b> N/A
<b>Location – Primary Office:</b> Office of the Vice President Academic	
<b>Location – Other Offices:</b> None	
<b>Information Maintained (description):</b> <ul style="list-style-type: none"><li>• Administrative Records</li><li>• Building and Properties Records</li><li>• Communications and Public Affairs Records</li><li>• Equipment, Supplies and Services Records</li><li>• Financial Records</li><li>• Governance</li><li>• Human Resources Records</li><li>• Legal Records</li></ul>	
<b>Individuals:</b> Students, staff and external individuals and institutions	
<b>Legal Authority:</b> Section 33 (c) of the <i>Alberta Freedom of Information and Protection of Privacy Act</i>	
<b>Purpose:</b>	
<b>Remarks:</b>	