

Personal Information Bank Form

Date: June 18, 2012

Title (Name) of PIB: Staff Files	File Number: N/A
Location – Primary Office: Human Resources	
Location – Other Offices: As required by Supervisors and Departments	
Information Maintained (description): Name, address, telephone number, leave requests, assessments, letters of appointment, benefit and payroll information	
Individuals: Staff	
Legal Authority: Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose:	
Remarks:	