

## Personal Information Bank Form

Date: June 18, 2012

<b>Title (Name) of PIB:</b> Personnel Files	<b>File Number:</b> N/A
<b>Location – Primary Office:</b> Office of the Vice President, Finance and Administration	
<b>Location – Other Offices:</b> Originals in Human Resources	
<b>Information Maintained (description):</b> Staff files that include copies of annual assessments/learning plans, position descriptions	
<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>	
<b>Remarks:</b>	