

Personal Information Bank Form

Date: October 20, 2015

Title (Name) of PIB: Donor and Prospect Files	File Number: N/A
Location – Primary Office: Development and External Relations	
Location – Other Offices: None	
Information Maintained (description): These files contain draft and final proposals, gift agreements, correspondence, and other relevant documents relating to the fundraising activities with the prospect/donor.	
Individuals: Prospects and Donors (includes individuals, corporations, foundations and other grant contributors)	
Legal Authority: Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act	
Purpose:	
Remarks: These are paper files kept in a locked filing cabinet in the Calgary office with the key in the Manager, Development Services desk.	