

Personal Information Bank Form

Date: Oct 24, 2012

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| Title (Name) of PIB: Writing Coach Drop Box | File Number: |
| Location – Primary Office: The Write Site | |
| Location – Other Offices: None | |
| Information Maintained (description): Student's name, id number, course title, and concerns that the student has about writing. The original and the coached paper, as well as the above identifying information is kept and is accessible back to 2009. | |
| Individuals: Students | |
| Legal Authority: Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act | |
| Purpose: To maintain records of students who have received writing coach support through Athabasca University's Write Site | |
| Remarks: Write Site staff does not have access to change the information in the data base once the data is stored. | |