



Personal Information Banks

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# Personal Information Banks

A Personal Information Bank (PIB) is a collection of the types of personal information held by Lethbridge College. Each PIB entry provides information about:

- the name or title of the PIB;
- where the PIB is located;
- what personal information is contained in the PIB;
- who the information is about;
- why the information is collected; and
- the legal authority authorizing collection.

The purpose of a PIB is to help the public know and understand what personal information the college might have about them as individuals. This document does not provide direct access to an individual's records. Information on obtaining access to records in the custody and control of the college can be found by:

- visiting the college website;
- contacting the Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703;
- emailing [privacy@lethbridgecollege.ca](mailto:privacy@lethbridgecollege.ca); or
- writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.

Please note that a PIB Directory is a living document; entries in the PIB are added, modified, and deleted on an ongoing basis as records change.

## Definitions

**Contact Information** may contain first name; last name and middle initial; current address; mailing/permanent address; telephone number(s); email address; college identification number ("s" number) or similar identifiers that make it possible to contact the person who is named in a document

**Demographic Information** may contain age; race; ethnicity; gender; marital status; income; education; and employment information

**FOIP** means Freedom of Information and Protection of Privacy Act (Alberta)

**PSLA** means Post-secondary Learning Act (Alberta)

## Various Departments

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Student Issues	<ul style="list-style-type: none"> <li>Academic Centres</li> <li>Student Services</li> <li>Wellness Services</li> <li>Security Services</li> <li>Provost and VP Academic</li> </ul>	<ul style="list-style-type: none"> <li>Contact information</li> <li>Historical information</li> <li>Incident details</li> <li>Meeting notes</li> <li>Consequences to student</li> <li>Correspondence</li> <li>Signatures</li> </ul>	<ul style="list-style-type: none"> <li>Students</li> <li>Other parties to incident</li> </ul>	Documents concerns about individual student	FOIP 33(c)
Awards, Ceremonies and Celebrations	<ul style="list-style-type: none"> <li>Provost and VP Academic</li> <li>Registrar's Office</li> </ul>	<ul style="list-style-type: none"> <li>Contact information</li> <li>Committee deliberations</li> <li>Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>Students</li> <li>Employees</li> </ul>	Facilitates participation in various celebrations and bestowing awards	FOIP 33(c)
Academic Reviews, Appeals and Discipline	<ul style="list-style-type: none"> <li>Provost and VP Academic</li> </ul>	<ul style="list-style-type: none"> <li>Contact information</li> <li>Birthdate</li> <li>Incident reports</li> <li>Reason for appeal</li> <li>Correspondence</li> <li>Meeting notes</li> <li>Final grades</li> <li>Opinions and views of, or about, individuals</li> <li>Appeal committee response and rationale</li> </ul>	<ul style="list-style-type: none"> <li>Students</li> </ul>	Documents and tracks the application and evaluation of discipline and appeals by students	FOIP 33(c)
Honorary Degree/ Diploma Nominations	<ul style="list-style-type: none"> <li>Provost and VP Academic</li> <li>Registrar's Office</li> <li>Student Affairs</li> </ul>	<ul style="list-style-type: none"> <li>Contact information of nominee and nominator</li> <li>Nominee employment history</li> <li>Nominee contributions</li> <li>Signatures</li> </ul>	<ul style="list-style-type: none"> <li>Honorary degree/diploma nominees</li> </ul>	Documents and tracks the nomination and evaluation of honorary degree/diploma applications	FOIP 33(c)
Employee Information	Individual departments holding employee information	<ul style="list-style-type: none"> <li>Contact information</li> <li>Delegated authorities given or assets loaned to employees (e.g., financial signing authorities, usage of institutional material)</li> </ul>	<ul style="list-style-type: none"> <li>Employees</li> <li>Contractors</li> </ul>	Documents employment relationships	FOIP 33(c)

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
		<ul style="list-style-type: none"> <li>• Alternative work arrangements (e.g., compressed work week)</li> <li>• Information related to performance, training and development</li> </ul>			
Freedom of Information and Protection of Privacy Consent for Disclosure	Individual departments holding personal information	<ul style="list-style-type: none"> <li>• Specified personal information</li> <li>• Authorizing signatures</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals consenting to the disclosure of their personal information</li> </ul>	Documents and records disclosure consent and limitations to disclosure	FOIP 33(c)

## Academic Centres

- Centre for Teaching, Learning and Innovation (CTLI)
- Centre for Applied Arts and Sciences (CAAS)
- Centre for Health and Wellness (CHW)
- Centre for Justice and Human Services (CJHS)
- Centre for Technology, Environment and Design (CTED)

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Assessment Information	Academic Programs	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Scores</li> <li>• Comments</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> </ul>	Documents student's previous and current education and employment history, includes Prior Learning Assessments	FOIP 33(c)
Work-Integrated Learning Placements	Placement Office / Placement Coordinator's Office	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Placement location</li> <li>• Placement supervisor</li> <li>• Police check</li> <li>• Discipline-specific training</li> <li>• Immunization records</li> <li>• Evaluation records</li> <li>• Placement agreements</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> </ul>	Facilitates work-integrated learning experiences for students	FOIP 33(c)
Registration and Timetable Information	Academic Programs	<ul style="list-style-type: none"> <li>• Contact information</li> </ul>	<ul style="list-style-type: none"> <li>• Students enrolled in classes</li> </ul>	Documents, tracks and facilitates the running of academic programs	FOIP 33(c)
Academic References	Various Departments	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Education history</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Employees</li> </ul>	Documents and tracks academic reference requests	FOIP 33(c)
Volunteer Recruitment	Various Departments	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Birthdate</li> <li>• Emergency contact information</li> <li>• Relationship to emergency contact</li> <li>• Volunteer assignment details</li> <li>• Signatures</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Parents/guardians</li> </ul>	Documents and tracks college volunteers	FOIP 33(c)

## Advancement

- Alumni Engagement
- Communications
- Development

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Alumni Engagement and Communications	Alumni Engagement	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Program information</li> <li>• Graduation year</li> <li>• Employer</li> <li>• Letters of support for honouring excellence nominee</li> <li>• Resume/cv of honouring excellence nominee</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni</li> <li>• Donors</li> </ul>	Facilitates contact with former students and facilitates the honouring excellence award process	FOIP 33(c)
Communications	Communications	<ul style="list-style-type: none"> <li>• Contact information</li> </ul>	<ul style="list-style-type: none"> <li>• Wider Horizons subscribers</li> </ul>	Communicates college news to the broader community	
Donation and Sponsorship	Development	<ul style="list-style-type: none"> <li>• Sponsor/donor contact information</li> <li>• Monies, property and objects received and related agreements</li> <li>• Scholarships and awards agreements</li> <li>• Ticketing information</li> <li>• Sponsorship information</li> </ul>	<ul style="list-style-type: none"> <li>• Donors</li> <li>• Sponsors</li> </ul>	Documents and tracks college fundraising activities and administration of endowments	FOIP 33(c)

## Centre for Applied Arts and Sciences

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
English Language Centre	English Language Centre	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Documentation related to eligibility (e.g. study permit, visitor record)</li> <li>• Emergency contact information</li> <li>• Referrals from external agencies</li> <li>• Education history</li> <li>• Citizenship status</li> <li>• Registration information</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals applying for or accessing services</li> </ul>	Facilitates the delivery of programs	FOIP 33(c)



## Centre for Applied Research, Innovation and Entrepreneurship (CARIE)

- Aquaculture Centre of Excellence
- Centre for Applied Research, Innovation and Entrepreneurship (CARIE)

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Intellectual Property: Patents, Trademarks, and Industrial Designs	CARIE	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Correspondence</li> <li>• Reports</li> <li>• Description of creations and inventions</li> <li>• Contracts</li> <li>• Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Individuals accessing services</li> </ul>	Documents and tracks records and agreements related to intellectual property	FOIP 33(c)
Animal Care Committee and Research Ethics Board Records	CARIE	<ul style="list-style-type: none"> <li>• Project contact information</li> <li>• Project emergency contact information</li> <li>• Training details</li> <li>• Permit information</li> <li>• Project details</li> <li>• Education history</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Researchers</li> <li>• Individuals conducting research under the auspices of the college</li> </ul>	Facilitates ethics approvals for research involving animals or human participants under the auspices of the college	FOIP 33(c)
Grant Applications	CARIE	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Resume/cv of applicants</li> <li>• Sponsorship contributions</li> <li>• Letters of support</li> </ul>	<ul style="list-style-type: none"> <li>• Researchers</li> <li>• Research partners</li> </ul>	Facilitates grant applications	FOIP 33(c)
Internal Research Funding	CARIE	<ul style="list-style-type: none"> <li>• Contact information for applicants</li> <li>• Research and education history</li> <li>• Project information</li> <li>• External partnerships</li> <li>• Suggested reviewer contact information</li> <li>• Signatures</li> </ul>	<ul style="list-style-type: none"> <li>• Researchers</li> <li>• Research partners</li> </ul>	Documents and tracks the application, evaluation and awarding of internal research funds	FOIP 33(c)
Research Assistant Employee Records	CARIE	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Social insurance number</li> <li>• Rate of pay</li> </ul>	<ul style="list-style-type: none"> <li>• Casual research assistants</li> </ul>	Documents and tracks hiring of causal research assistants	FOIP 33(c)
Research Partner Information	CARIE	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Business information</li> <li>• Sector identification</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Research partners</li> </ul>	Documents and tracks research partnerships	FOIP 33(c)

## Centre for Health and Wellness

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Student Massage Clinic Records	Centre for Health and Wellness	<ul style="list-style-type: none"><li>• Contact information</li><li>• Waivers</li><li>• Health and healthcare history</li></ul>	<ul style="list-style-type: none"><li>• Individuals accessing services</li></ul>	Facilitates operation of student massage clinic	FOIP 33(c)

# Centre for Justice and Human Services

- Inclusive Post-Secondary Education

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Inclusive Post-Secondary Education	Inclusive Post-Secondary Education	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Date of birth</li> <li>• Guardianship information</li> <li>• Funding available through other programs</li> <li>• Employment history</li> <li>• Extracurricular and volunteer activities</li> <li>• Health and healthcare history as it relates to participation and/or performance in program</li> <li>• Requested supports and accommodations</li> <li>• Timetable</li> <li>• Grades</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals accessing services</li> </ul>	Facilitates offering supports to students with developmental disabilities	FOIP 33(c)

## Centre for Teaching, Learning and Innovation

- Accessibility Services
- Buchanan Library
- Centre for Teaching, Learning and Innovation
- eLearning Café
- Learning Café
- Library
- Online Learning
- Regional Campuses
- Testing Services

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Prior Learning Assessment	Learning Experience Design	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Education history</li> <li>• Signatures</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Individuals accessing services</li> </ul>	Facilitates the assessment of prior learning for credit	FOIP 33(c)
Learning Assistance	Learning Services - Accessibility Services	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Documentation related to accommodation request including professional assessments, accommodation plans and agreements, funding applications, health and healthcare history as it relates to accommodations</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Individuals accessing services</li> </ul>	Documents and manages academic accommodations for students with disabilities	FOIP 33(c)
Buchanan Library	Learning Services - Buchanan Library	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Borrowing history</li> <li>• Login credentials</li> <li>• Photograph</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Individuals accessing services</li> </ul>	Facilitates the provision of library services	FOIP 33(c)
Peer Tutors	Learning Services - Learning Café	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Resume/cv</li> <li>• Transcripts</li> </ul>	<ul style="list-style-type: none"> <li>• Peer tutors</li> <li>• Peer tutor applicants</li> </ul>	Documents and tracks the hiring of Peer Tutors	FOIP 33(c)
Testing Services	Learning Services - Testing Services	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Test details and results</li> <li>• Accommodation details</li> </ul>	<ul style="list-style-type: none"> <li>• Students</li> <li>• Individuals accessing services</li> </ul>	Documents college placement assessment and exams from other academic institutions or community organizations	FOIP 33(c)

## Corporate and Continuing Education

- Be Fit for Life (Fitness Classes and Training)
- Corporate and Continuing Education

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Fitness Class Records	Be Fit for Life	<ul style="list-style-type: none"><li>• Contact information</li><li>• Registration details</li></ul>	<ul style="list-style-type: none"><li>• Individuals accessing services</li></ul>	Facilitates program delivery	FOIP 33(c)
Non-Credit Course Records	Corporate and Continuing Education	<ul style="list-style-type: none"><li>• Contact information</li><li>• Registration details</li></ul>	<ul style="list-style-type: none"><li>• Individuals accessing services</li></ul>	Facilitates program delivery	FOIP 33(c)

## Facilities Management

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Facilities	Facilities Management	<ul style="list-style-type: none"> <li>• Vendor contact information</li> <li>• Contract and bid information</li> <li>• Delegated authorities given or assets loaned to employees (e.g. key inventory, usage of institutional material)</li> </ul>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Vendors</li> <li>• Contractors</li> </ul>	Documents and tracks the maintenance and operations of college facilities	FOIP 33(c)

## Financial Services

- Accounting Services
- Accounts Payable
- Accounts Receivable
- Bookstore
- Financial Services
- Payroll
- Procurement Services

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Accounts Payable Records	Accounts Payable	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Financial information (for processing payments to individuals)</li> <li>• Nature of expenses/claim</li> <li>• Employee identification number</li> <li>• Other identifying numbers</li> <li>• Signatures</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Vendors</li> <li>• Students</li> </ul>	Records information related to individuals who are issued payments by the college	FOIP 33(c)
Accounts Receivable Records	Accounts Receivable	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Credit information</li> <li>• Financial information (for processing payments)</li> <li>• Nature of remittance</li> <li>• Employee identification number</li> <li>• Signatures</li> <li>• Social insurance number</li> <li>• Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Vendors</li> <li>• Students</li> </ul>	Facilitates the collection of monies owing to the institution	FOIP 33(c)
Bookstore Customer Database	Financial Services	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Purchase and payment history</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals accessing services</li> </ul>	Facilitates the purchase of goods from the bookstore	FOIP 33(c)
Payroll Records	Payroll	<ul style="list-style-type: none"> <li>• Records of Employment</li> <li>• Timesheets</li> <li>• Absentee forms</li> <li>• Garnishees</li> <li>• Miscellaneous deduction authorizations</li> <li>• Direct deposit authorization and related documentation regarding salary or benefits</li> <li>• Overtime records</li> <li>• Sick leave records</li> <li>• Vacation leave records</li> </ul>	<ul style="list-style-type: none"> <li>• Employees</li> </ul>	Documents, tracks and records payments to employees	FOIP 33(c)

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Procurement Records	Procurement Services	<ul style="list-style-type: none"> <li>• Administration of and accounting procedures for credit cards</li> <li>• Management of vendor records</li> <li>• Records related to the bidding process</li> <li>• Delegated authorities given or assets loaned to employees (e.g. financial signing authorities, usage of institutional material)</li> </ul>	<ul style="list-style-type: none"> <li>• Vendors</li> </ul>	Documents and manages the purchasing life-cycle	FOIP 33(c)



## Human Resources

- Human Resource Services
- Occupational Health and Safety
- Security Services

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Employee Records	Human Resource Services	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Demographic information</li> <li>• Social insurance number</li> <li>• Alternative work arrangements (e.g. compressed work week)</li> <li>• Benefit enrolment/termination forms</li> <li>• Delegated authorities given or assets loaned to employees (e.g. staffing and financial signing authorities, usage of institutional material)</li> <li>• Driving records</li> <li>• Employment equity information</li> <li>• Grievances</li> <li>• Hiring letters</li> <li>• Increment letters</li> <li>• Information related to superannuation</li> <li>• Information related to internal investigations</li> <li>• Maternity leave sub plan eligibility and payments</li> <li>• Health and healthcare history (including any special needs identified under duty to accommodate, or in the event of an emergency)</li> <li>• Name change documentation</li> <li>• Professional certifications or designations</li> <li>• Release documentation</li> <li>• Salary adjustments</li> <li>• Security incidents</li> <li>• Severance payments</li> <li>• Training and development history</li> </ul>	<ul style="list-style-type: none"> <li>• Current and former employees</li> </ul>	Documents the employee lifecycle	FOIP 33(c)

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Employee Recruitment	Human Resource Services	<ul style="list-style-type: none"> <li>• Resume/cv</li> <li>• Selection documentation</li> <li>• Reference contact information and details;</li> <li>• Correspondence</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants</li> </ul>	Documents employee recruitment lifecycle	FOIP 33(c)
WCB Claims	Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Employee personnel information</li> <li>• Financial information (as it relates to claim)</li> <li>• Nature of complaint</li> <li>• Health and healthcare history</li> <li>• Opinions and views of, or about, individuals</li> <li>• Signatures</li> </ul>	<ul style="list-style-type: none"> <li>• Workers injured while working</li> </ul>	Documents and manages occupational health and safety activities	FOIP 33(c)
Concerning Behaviour Reports	Security Services	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Lost and found item reports</li> <li>• Incident descriptions and details</li> <li>• After-hours facility and equipment access requests</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals accessing campus</li> </ul>	Documents and tracks incidents of concerning behaviour on college grounds	FOIP 33(c)
Prevention and Response to Sexual Misconduct Reports	Security Services*	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Alleged misconduct details</li> <li>• Alleged respondent name</li> <li>• Alleged respondent relationship to reporter</li> <li>• Alleged respondent college status (e.g. student, staff)</li> <li>• Referral information</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals reporting an alleged incident of sexual misconduct</li> <li>• Others alleged to be involved in the incident</li> </ul>	Documents and tracks internal investigations of alleged breaches of the Sexual Misconduct Prevention and Response Policy	FOIP 33(c)

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\* Records may also be held by Wellness Services.

## Information Technology Services (ITS)

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
ITS	ITS	<ul style="list-style-type: none"><li>• Delegated authorities given or assets loaned to employees (e.g. laptop, computer, network access, telephones)</li><li>• Email accounts</li></ul>	<ul style="list-style-type: none"><li>• Employees</li><li>• Students</li></ul>	Documents the use of college IT resources	FOIP 33(c)

## Institutional Planning, Analysis and Risk Services (IPARS)

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Intellectual Property and Copyright	IPARS	<ul style="list-style-type: none"> <li>Contact information</li> </ul>	<ul style="list-style-type: none"> <li>Copyright holders</li> </ul>	Documents licensing of copyrighted works	FOIP 33(c)
Freedom of Information and Protection of Privacy (FOIP) Requests	IPARS	<ul style="list-style-type: none"> <li>Contact information</li> <li>Signatures</li> <li>Consent</li> <li>Records relating to requests by individuals, groups or organizations for access to general information under the provisions of the FOIP Act</li> <li>Correspondence</li> </ul>	<ul style="list-style-type: none"> <li>Individuals submitting a FOIP request</li> </ul>	Documents and tracks FOIP requests made to the college	FOIP 33(c)
Insurance Claim Files	IPARS	<ul style="list-style-type: none"> <li>Contact information</li> <li>Signatures</li> <li>Health and healthcare history (as it relates to claim)</li> <li>Waivers</li> <li>Correspondence</li> <li>Decisions</li> <li>Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>Individuals involved in an insurance claim (may be a claimant or witness)</li> </ul>	Documents, tracks and facilitates insurance claims	FOIP 33(c)
Internal Research Data	IPARS	<ul style="list-style-type: none"> <li>Demographic information</li> <li>Raw data for responses</li> <li>Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>Individuals responding to surveys</li> </ul>	Records and facilitates institutional research	FOIP 33(c)

## International Services

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
International Recruitment	International Services	<ul style="list-style-type: none"> <li>• Service and fee structures</li> <li>• Proof of certifications and licences</li> <li>• References</li> <li>• Contact information</li> <li>• Company profiles</li> <li>• Signatures</li> </ul>	<ul style="list-style-type: none"> <li>• Third-party recruiting agents</li> </ul>	Facilitates international recruitment and exchange agreements	FOIP 33(c)

## Marketing and Web Services

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Web Form and Live Chat Records	Web Services	<ul style="list-style-type: none"> <li>• Internet protocol address</li> <li>• Contact information</li> <li>• Education history</li> <li>• Personal usage history</li> <li>• Correspondence transcripts</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals accessing the college websites</li> <li>• Individuals submitting web forms on college websites</li> </ul>	Facilitates requests for information from website users	FOIP 33(c)

## Registrar's Office

- Admissions
- Financial Aid and Student Awards
- Registrar's Office

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Applications for Admission	Admissions	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Demographic information</li> <li>• Emergency contact information</li> <li>• Need for consultation for accessibility-related accommodations</li> <li>• Parental academic history</li> <li>• Program choice</li> <li>• Opinions and views of, or about, individuals</li> <li>• Credit card information</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals applying for admission to Lethbridge College</li> </ul>	Documents and tracks the application for admission process	FOIP 33(c); PSLA 118
Student Financial Aid and Awards	Financial Aid and Student Awards	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Socio-economic and/or financial information related to the provision of financial aid and emergency student loans</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals accessing services</li> </ul>	Documents and tracks the application and administration of financial aid, student awards and emergency loans to students	FOIP 33(c); PSLA 118
Student Records	Registrar's Office	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Demographic information</li> <li>• Application supports (e.g. essays, reference letters)</li> <li>• Communications</li> <li>• Credential awarded</li> <li>• Entrance examination scores</li> <li>• Language(s) spoken</li> <li>• Opinions and views of, or about, individuals</li> <li>• Signatures</li> <li>• Social insurance number</li> <li>• Timetable information</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals who have attended, are attending or have applied to attend the college</li> </ul>	Documents the student lifecycle	FOIP 33(c); PSLA 118

## Student Affairs

- Career and Academic Advising
- Career Development
- Indigenous Services
- Kodiaks Athletics
- Recreation Services
- Recruitment Services
- Residence, Student Life and Conduct
- Student Experience
- Wellness Services

<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Advising Records	Career and Academic Advising Career Development	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Correspondence</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals accessing services</li> </ul>	Documents academic advising sessions	FOIP 33(c)
Student Athlete Records	Athletics	<ul style="list-style-type: none"> <li>• Coaching records</li> <li>• Eligibility records</li> <li>• National athlete files</li> <li>• Student athlete records</li> <li>• Opinions and views of, or about, individuals</li> <li>• Athletic banquet and program records and related documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Student athletes and prospective student athletes</li> </ul>	Documents student athlete lifecycle	FOIP 33(c)
Membership Records	Athletics and Recreation Services	<ul style="list-style-type: none"> <li>• Membership information</li> <li>• Contact information</li> <li>• Locker rental information</li> <li>• Personal training information</li> <li>• Fitness assessment results</li> <li>• Facility booking details</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals accessing services</li> </ul>	Documents and tracks memberships and facility usage	FOIP 33(c)
Residence Application Forms and Records	Residence, Student Life and Conduct	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Signatures</li> <li>• Birthdate</li> <li>• Parent or guardian contact information</li> <li>• Payment information</li> <li>• Personality information and personal preferences</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals applying to or residing in college residences</li> </ul>	Documents and tracks applications for residence	FOIP 33(c)
Health Centre Records	Wellness Services	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Billing documentation</li> <li>• Physician's medical records</li> <li>• Referral information</li> <li>• Health and healthcare history</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals who access services</li> </ul>	Documents and tracks health centre usage	FOIP 33(c)



<b>Title</b>	<b>Unit</b>	<b>Types of PI may include:</b>	<b>Individuals</b>	<b>Purpose</b>	<b>Collection Authority</b>
Prevention and Response to Sexual Misconduct Reports	Wellness Services*	<ul style="list-style-type: none"> <li>• Contact information</li> <li>• Alleged misconduct details</li> <li>• Alleged respondent name</li> <li>• Alleged respondent relationship to reporter</li> <li>• Alleged respondent college status (e.g. student, staff)</li> <li>• Referral information</li> <li>• Opinions and views of, or about, individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Individuals reporting an alleged incident of sexual misconduct</li> <li>• Others alleged to be involved in the incident</li> </ul>	Documents and tracks internal investigations of alleged breaches of the Sexual Misconduct Prevention and Response Policy	FOIP 33(c)

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\* Records may also be held by Security Services.