

Organization Logo

Personal Information Bank Form

Date: <<Current Date>>

A Personal Information Bank (PIB) is a collection of personal information organized or retrievable by the name of an individual or by an identifying number, symbol or other particular assigned to an individual.

A PIB has three key components:

- it contains personal information
- it takes the form of a collection
- it is organized or retrievable by the name or an identifying number, symbol or other particular assigned to an individual

For paper records the file or card label must be labeled and organized by a personal identifier such as surname (i.e. personnel files or staff phone list which are organized and retrieved by name)

For electronic records, even though the database may not be identified by a personal identifier, most can be searched by any data field (i.e. a Christmas card mailing list; a student information database; a library database).

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| Title (Name) of PIB: <i>Provide the name/title of the personal information bank. This name should be descriptive of the information contained, and not necessarily the organization's name or system acronym that you commonly use. Remember the purpose is to alert the public about what types of information the organization may have about them.</i> | File Number: <i>The file number or records control number associated with the Personal Information Bank.</i> |
| Location – Primary Office: <i>The location where the information is maintained.</i> | |
| Location – Other Offices: <i>Other offices that may have copies of the PIB in their custody.</i> | |
| Information Maintained (description): <i>Describe the kind of personal information contained in the collection.</i> | |
| Individuals: <i>Describe the categories of individuals for whom the personal information is contained in the collection.</i> | |
| Legal Authority: <i>List the specific legal authority (e.g. FOIP Act, Health Information Act, Post Secondary Learning Act, etc.) for the collection of the personal information. This may be a statute or a regulation. If more than one legal authority exists, list all of them.</i> | |
| Purpose: <i>Provide the purpose for which the personal information was collected or compiled as well as the purpose for which the personal information is used or disclosed.</i> | |
| Remarks: <i>Add any additional information or remarks that are relevant to this PIB.</i> | |