

Personal Information Bank Form

Date: November 5, 2015

Title (Name) of PIB:	File Number:
ITS staff performance records	N/A
Location – Primary Office:	
Supervisors of ITS staff; stored in one or a combination of: locked cabinet or room, email folders, personal NAS share, local PC	
Location – Other Offices:	
Human Resources	
Information Maintained (description):	
Copies of annual assessments; performance-related positive and negative feedback, occasionally a staff resume.	
Individuals:	
All ITS staff	
Legal Authority:	
Section 33 (c) of the Alberta <i>Freedom of Information and Protection of Privacy Act</i>	
Purpose:	
Used for on-going year-over-year annual assessments and probationary reviews. Backup copies in cases of being lost by HR.	
Remarks:	